



# YORK COLLEGE OF PENNSYLVANIA

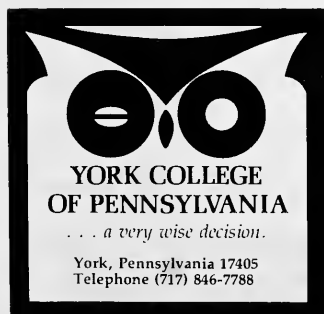
York, Pennsylvania 17405  
Telephone (717) 846-7788



# YORK COLLEGE OF PENNSYLVANIA

A CO-EDUCATIONAL COLLEGE GRANTING ASSOCIATE, BACCALAUREATE AND  
MASTER'S DEGREES

(For details on graduate programs in business administration, education, and  
criminal justice please contact the respective department chairman.)



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York, Pennsylvania 17405

# Accreditation and Membership

## **Accredited by:**

The Middle States Association of Colleges  
and Secondary Schools

## **Approved by:**

The Pennsylvania Department of Education

The Pennsylvania Board of Nurse Examiners

American Medical Association: Committee on  
Allied Health Education and Accreditation

Veteran's Administration

## **Membership in:**

American Association of Collegiate Registrars and Admissions Officers

American College Public Relations Association

American Council on Education

Association of Governing Boards of Universities and Colleges

College Entrance Examination Board

National Association of College Admissions Counselors

National Commission on Accrediting, Inc.

National League for Nursing, Council of Baccalaureate  
and Higher Degree Programs

Pennsylvania Association of Administration of Justice Education

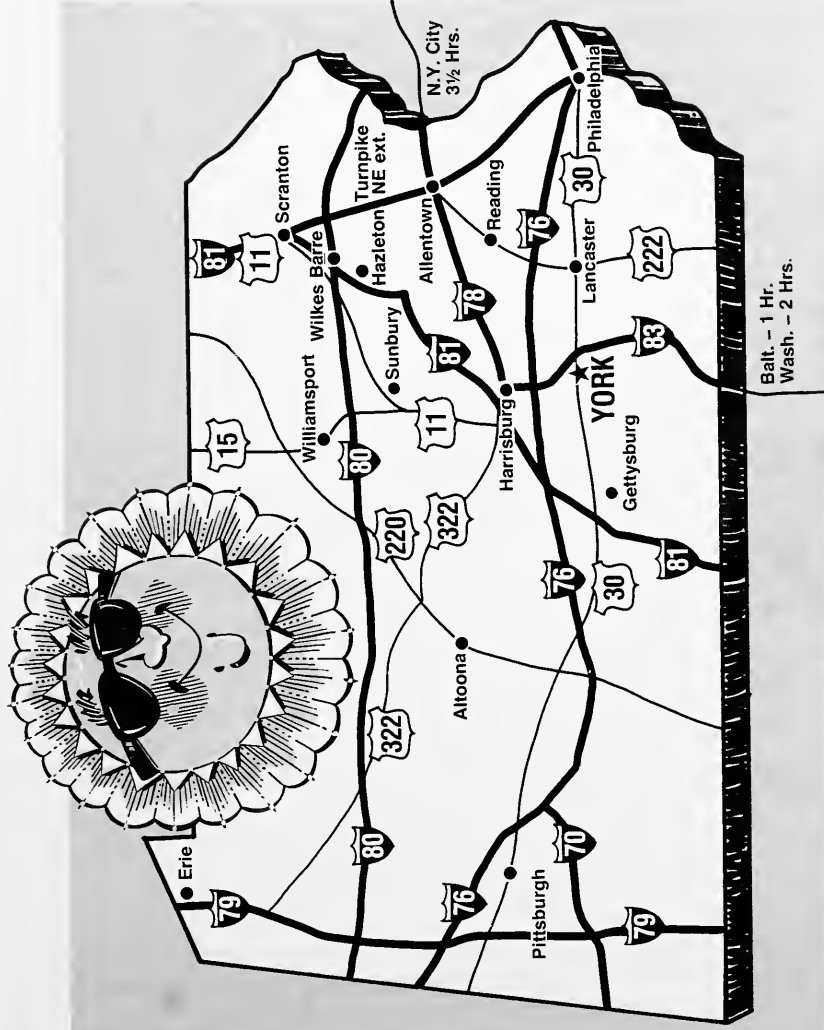
Pennsylvania Association of College Admissions Counselors

Pennsylvania Association of Colleges and Universities

National Association of Student Personnel Administrators

Potomac Chesapeake Association of College Admissions Counselors

# Where is York College of Pennsylvania?



## CORRESPONDENCE DIRECTORY

Academic Matters .....	<i>Dean of Academic Affairs</i>
Admissions .....	<i>Director of Admissions</i>
Alumni Activities .....	<i>Alumni Coordinator</i>
General College Information .....	<i>Public Relations Office</i>
Business Matters .....	<i>Business Manager</i>
Scholarships, Student Aid .....	<i>Financial Aid Officer</i>
Student Affairs .....	<i>Dean of Student Affairs</i>
Transcripts/Academic Records .....	<i>Records Office</i>

The address for all the above is:

**YORK COLLEGE OF PENNSYLVANIA**  
York, Pennsylvania 17405

**Telephone (717) 846-7788**

**Visitors:** Visitors are always welcome. Office hours are 8:30 a.m.-5:00 p.m. weekdays. The reception desk is open from 9:00 a.m.-1:00 p.m. Saturdays. Please request appointments with the Director of Admissions well in advance.

**Rules:** Students are to be governed by the rules, regulations, and provisions contained in this publication. The College reserves the right to withdraw or modify all courses.



**ON THE COVER:** Well-known American artist and cartoonist Walt Partymiller executed this watercolor showing a YCP campus scene. Partymiller, who has been nominated for several Pulitzer prizes, is represented in many well-known collections including the Henry Ford Collection, the United Nations Collection, the Library of Congress, and Philadelphia's Free Library.

He has exhibited at New York's Museum of Modern Art, the Seattle Art Museum, the American Watercolor Society, Chicago's Hull House, and galleries in Philadelphia and in Yugoslavia, among other places. His works appear in 40 books. The artist resides in York with his wife, the former Nellie Anna Oppen.

This catalog is printed on Glatfelter paper made in York County – cover 65# Velvetlith, text 50# Spring Forge.

York College of Pennsylvania does not discriminate because of race, color, religious creed, ancestry, national origin, sex or age in employment procedures or in recruitment and acceptance of students.

# York College of Pennsylvania Welcomes You

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# Our Philosophy

## Some Comments from President Robert V. Iosue



Dr. Iosue

York College of Pennsylvania is a private non-denominational college dedicated to serving the various needs of students who have the ability and desire to benefit from a college education.

In addition to the many programs of study offered to our full-time students, numbering about 1850, the College offers extensive evening and summer programs for students who wish to pursue their education at an accelerated rate or on a part-time basis.

We consider it our responsibility to make available a college education at a reasonable financial cost. Without sacrifice of quality, we are maintaining this important responsibility.

We believe that all of our students should have a broad educational experience as evidenced by the requirement of a core curriculum which includes courses taken from areas such as English and Communication skills, Mathematics, Laboratory Science, the Humanities, Behavioral and Social Sciences, Foreign Languages, Culture, American Civilization and Physical Education. These areas of the core curriculum contain courses from which each student can make selections. Flexibility in the core permits our students to pursue, to a degree, their individual interests and academic potential. The core program, together with the academic major requirements and the elective courses chosen by the students, focuses on the individual to the extent that he becomes well acquainted with various aspects of the contemporary world. Through this understanding, the student becomes a more effective citizen of the community, state and nation.

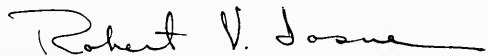
We hope to instill in each student a zest for learning so that he will come to view his lifetime as a period of continual growth and self-fulfillment. The College gives direction to students and helps those who are undecided about their career objectives.

Hence, our educational philosophy encourages idealism, individuality and flexibility within accepted educational guidelines. Our educational philosophy is enhanced by cultural, athletic and other extra-curricular activities. We stress and encourage participation at a variety of levels.

The aims and objectives for the College are based on the premise that a person is first an individual and then a producer. To this end a broad education is considered essential for students regardless of the vocations or professions they ultimately pursue. Specifically, the York College objectives are:

1. To offer a broad program of studies in a variety of majors leading to the Baccalaureate Degree. (A Master's of Business Administration (MBA) is available also, as is a Master's in Education and a Master's in Human Organizational Science, major in Criminal Justice.)
2. To offer college level studies which lead to the Associate Degree for those who wish to gain skills at the two year level.
3. To offer continuing education courses and programs for those members of the community who have a need for such programs and who are interested in working on a part-time basis.
4. To make available as many extra-curricular activities as are needed and can be supported.

The College recognizes that education is a dynamic process. Its position as an educational and cultural center for South-Central Pennsylvania will remain strong.

A handwritten signature in black ink, reading "Robert V. Jones". The signature is written in a cursive style with a long, horizontal flourish extending to the right.



# Introduction to York College of Pennsylvania — Two Hundred Years of Educational Heritage.

## WELCOME

**W**elcome to York College of Pennsylvania. The years that lie ahead of you are exciting ones and we hope the information contained in these pages will help you make some very wise decisions.

York College of Pennsylvania is a small friendly college which specializes in blending the liberal arts with job skills. The 78-acre campus is located in historic and picturesque York, Pennsylvania, and is two hours from Philadelphia and Washington, D.C.; one hour from Baltimore and a morning's drive from New York City.

The College awards the bachelor of arts, bachelor of science, associate of arts, and associate of science degrees. (Check with individual departments at YCP for information on our master's degree programs in business administration, education and criminal justice.)

About 1950 full-time students are enrolled and about 1400 people attend evening classes. The campus is located just south of York's Continental Square where Congress met from September, 1777 to June, 1778.

Low tuition, a wide range of programs, a good academic reputation, a high employment record for our graduates, a modern campus, and an outstanding intercultural program are just some of the points which attract students from twenty-five states and seventeen foreign countries.

As you look around the YCP campus you might conclude that the College is a brand new institution. It's true that the oldest building on our 78-acre campus is only seventeen years old, but that's deceiving. The YCP heritage goes way back beyond 1961 when the school moved from Downtown York to its present site, a former golf course.

In fact, the history of the institution which is now York College of Pennsylvania goes back beyond the date, "1968" when York Junior College became a four-year school, the date, "1941" when York County Academy and the York Collegiate Institute established a junior college; the date, "1873" when Samuel Small founded the York Collegiate Institute, and even the date 1787, when the York Academy was incorporated with a local Episcopal Church.

Although historical records become clouded beyond 1787 when the York Academy was incorporated, college historians have learned that it was sometime between 1776 and 1779 that John Andrews, an Episcopal minister, opened a classical school in York. The site was North Beaver Street where the Academy was built a little later.

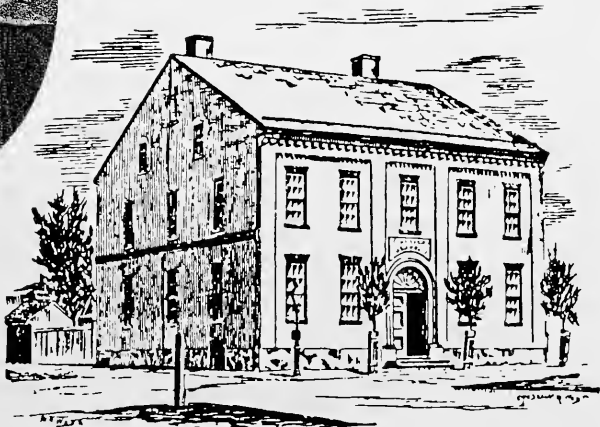
In 1799, the Academy was independently incorporated as "The York County Academy" and for many years was the only school of consequence in the County. It preceded the establishment of public schools in Pennsylvania by several years and trained many leaders in city, state and national affairs.

York Collegiate Institute was organized in 1873 through the efforts of Samuel and Isabelle Small when they assigned a square of ground and \$50,000 in bonds as security to "The English Presbyterian Church" of York. The Collegiate Institute gained considerable prestige and much success in bringing liberal education to the youth of the community.

However, the growth of the public high schools changed the needs of the community and both the Academy and the Institute entered into an agreement in 1929 whereby they merged their resources, while retaining much of their identity.



John Andrews (above), an Episcopal minister, started a classical school in the late 1770's, which evolved into the York Academy (right), a YCP ancestor which was incorporated in 1787.





The York Collegiate Institute was established in 1873 and in 1929 entered into a teaching agreement with the York Academy.

**T**he trustees of York Collegiate Institute voted to add a junior college program to the curriculum and first year courses were started in the fall of 1941 with an enrollment of 42 students. In 1947, the Institute decided to close the secondary school and concentrate their efforts on the Junior College. While the College is governed by a separate board of trustees, the Academy board still functions and performs valuable services.

York College was accredited by the Middle States Association of Colleges and Secondary Schools in 1959. Accreditation was renewed in 1969 and reaffirmed in 1972 with the right to award the Baccalaureate Degree.

The present Academy board officers are as follows: Mr. William H. Kain, Esq., president; Honorable James E. Buckingham, vice president; Mark Woodbury, III, Esq., secretary; and Martin E. Ebbert, Jr., treasurer.

The Academy board membership is as follows: Daniel K. Beard, Honorable James E. Buckingham, Austin E. Diehl, Martin B. Ebbert, Esq., Martin E. Ebbert, Jr., Walter S. Ehrenfeld, William S. Eisenhart, Esq., Dr. Robert V. Josue, William H. Kain, Esq., Edward K. Keen, Frank V. McConkey, Jr., Ezra Miller, Dr. O. Meredith Parry, Rev. Irvin A. Raubenhold, Dr. Luther B. Sowers, Charles H. Stallman, John L. Toomey, and Mark Woodbury, III, Esq.

York was an exciting place to be in during the Academy's founding days. In September, 1777 the Continental Congress moved to York making the colonial town the Nation's Capital. Congress stayed for nine months and while here adopted the Nation's first Constitution, the Articles of Confederation.

Today York is known as a productive area with plentiful industrial, agricultural, recreational and cultural resources. York College of Pennsylvania has grown from that small school established in the 1770's to a thriving college which still aims to provide students with meaningful education opportunities in a warm atmosphere.

## LOCATION

York College of Pennsylvania's address is in its name – York, Pa. The campus is located on Country Club Road, approximately two miles south of Continental Square in a city of about 50,000. Surrounding townships and boroughs swell the metropolitan population to about 250,000 right in the center of the East Coast's largest population area.

## FACILITIES

The campus is bordered by attractive homes, a neighborhood shopping center, York Hospital, and a park. Construction began on the present campus in 1959 and today there is a complex of eleven modern buildings including:

**Library:** With 100,000 volumes, the library features reading stations for 400 students as well as separate rooms for reference books, periodicals, audio-visual aids, typing, study and conferences. The library has recently developed an extensive microfiche collection and also serves as a Depository for U.S. Government Documents. A Special Collection and Rare Books Room is located in the west wing of the Library.

**Melvin H. Campbell Hall:** This facility contains lecture halls, science laboratories, a language laboratory and modern audio-visual equipped classrooms for 1,500 students.

**Life-Sciences Building:** Completed in 1974, the Life-Sciences Building contains nine laboratories, including an analysis laboratory for Police Science Majors, a 312-seat theater, special purpose rooms for Education Majors, faculty offices, and conference rooms. The entire facility is air-conditioned.

**Gymnasium Complex:** This three-level complex houses complete physical education and athletic facilities and the upper level Charles Wolf Gymnasium serves as an 1800 seat auditorium for lectures, concerts, and meetings. A recently completed Olympic-size swimming pool and two complete gymnasium floors all feature spectator seating. Music rehearsal rooms and art and sculpture studios, the Public Relations and Publications Offices and the College Bookstore are also in this complex.

**Student Center:** This facility contains the Johnson Dining Room which seats 600, Buechel Lounge, the Pub, which occasionally offers live entertainment, a kitchen equipped to prepare meals for 1,000 students at one time, lounge areas, a snack bar, T.V. room, game and conference rooms, and offices for: Student Senate, Security, Intramurals, Senior class officers, Student newspaper, Yearbook, Veterans and the Health Center.

**Ray A. Miller Administration Building:** Located along Country Club Road, this modern office building houses all of the operating divisions of the College, including Admissions, Academic and Student Affairs, Computer Center, Development and Alumni activities, and Business Affairs. This building contains the Cora Miller Art Gallery used for the College's art exhibit program.

**Maintenance Building:** This building serves as a storage area for maintenance supplies and equipment and provides necessary workshops to keep the College facilities and equipment in first-class condition.



## Housing

**Beard Hall:** A modern facility for resident women, this building houses 126 students in double rooms and a Residence Director in a private apartment. There are also a lounge, recreational and storage areas, and study rooms.

**Penn Hall:** A 132 student dormitory for women, similar to Beard Hall, with lounge, recreational and food services immediately available. There is also a conference room for student use, and Director's apartment.

**Manor Hall North:** Completed in 1970, this residence hall features sleeping quarters for 166 male students and recreational and study facilities. A Residence Director's apartment is included.

**Manor Hall South:** Connected to, but independent of Manor North, this modern facility has quarters for 121 women, a residence director's apartment, a typing room, lounge, and recreational facilities.

**Country Club Manor:** Located one-half mile west of campus, this 82-unit apartment complex houses about 130 YCP students, in addition to non-student tenants. CCM assignment is reserved for upperclassmen with the approval of the Director of Residence Life.

**Houses:** Five houses on the edge of campus accommodate 40 upperclass students.

**Marie Ketterman Dormitory:** Additional housing at nearby York Hospital accommodates a minimum of 185 students in single and double occupancy rooms. Independent food service, abundant recreational services and convenience to hospital laboratories are especially attractive to YCP nursing students.

**South Hall:** Adjacent to the Marie Ketterman Hall at York Hospital, South Hall houses 104 YCP students in double rooms. This modern housing facility provides numerous services for recreational, cooking, study, entertainment, and convenience to hospital facilities.

# **Student Life**

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## STUDENT LIFE

### Student Affairs

The Student Affairs Division is responsible for counseling, housing, financial aid, graduate placement, student activities, intramural sports, health service and student records. The division is directed by the Dean of Student Affairs, whose office, with others of the student personnel staff, is on the second floor, east wing of the Administration Building.

**Counseling and Placement:** The counseling staff is located on the second floor, east wing of the Administration Building in the Student Affairs Division. Counseling is available for personal and academic problems, career planning, and graduate or professional school entrance. A resource room with career information is open for student use.

The Placement Office maintains credential files for all students who register with the office. Alumni may re-activate and up-date these files at any time. Each semester seniors receive a current schedule of on-campus interview dates with recruiters from prospective employers.

**Orientation:** Orientation offers the student an opportunity to consult with faculty, pre-schedule classes and meet other students. All new students including transfers are requested to attend.

**Health and Medical Services:** The College maintains a Health Center on the lower level of the Student Center, staffed by a full-time registered nurse and a part-time physician. The physician is available during the clinic hours each weekday and by appointment. Emergency appointments with the physician should be arranged through the college nurse. The physician and/or nurse will make calls in the residence halls when the student is confined to his room for illness. A fee will be charged for dormitory calls made at times other than the scheduled clinical hours. In those cases of a more serious nature or when the residence hall confinement is expected to exceed 48 hours, the student should arrange to go home or to be admitted to the hospital. On such

occasions, the student is asked to present a certificate from the attending physician upon returning to the campus.

Most services received at the Health Center are provided by the student's general fee, but treatment in a hospital is provided at the patient's expense. A student health and accident insurance policy, available on an optional basis at the beginning of each semester, provides hospital care, surgical treatment, and other medical services. The benefits of the policy will be paid regardless of other family health coverage which may be carried. Students should refer to the Student Handbook for further information concerning insurance.

Students are asked to report cases of illness or accident to the Residence Directors and to seek treatment through the Health Center. Further medical or special referrals that become necessary can be made through the college physician at the student's expense.

**Records:** A record of a student's academic progress is maintained by the College Recorder. Faculty advisors, counselors, and heads of departments utilize the Records Office when assisting students.

Students may consult the Records Office on matters relating to their academic progress and when requesting transcripts. The College maintains centralized records and they are confidential. Transcripts are not sent unless the Recorder has secured written consent from the student. Except for the first transcript, students are charged \$1.00 for each request.

**Residence Halls:** Any student may reserve a dorm space by forwarding a \$200 deposit to the Business Office by November 5 for the Spring semester or April 5 for the Fall semester. Following these dates rooms are assigned on a "first come, first serve" basis. All students living in campus dormitories are required to purchase a meal ticket.

**Automobiles:** Motor vehicles are permitted on campus for all students and must be registered with the College Operations Office. During registration, resident students may purchase an annual \$10 bumper sticker (\$5 per semester) which entitles them to a parking space only in Lot B adjacent to Beard and Penn Halls. Students living off campus may obtain a commuter sticker at no charge which allows for parking in any area not designated for faculty, staff and visitors.

**Student Grievance Procedure (Title IX):** York College has a comprehensive and well articulated system of Due Process which includes an administrative appeals procedure, a student Judicial Board and an Athletic Board.

Grievances relative to Title IX can be initiated at any level of the administrative structure or be brought directly before the Judicial or Athletic Board.

Formal communication of this procedure is listed in our Student Handbook, Residence Life Handbook, and the College Catalog.

## Student Activities

A vital aspect of student life involves participation according to his or her interests and abilities in student government, in academic, social, and special interest organizations, in intramural and intercollegiate athletics and in student center activities. A diversified program is planned each semester by the Director of Student Activities, whose office is located in the Student Center.

**Cultural Activities:** Well-known as an active cultural center, the York College campus activities include concerts, special lectures, film showings, theatre productions and art exhibits.

# CULTURAL EVENTS at YCP!



a.



b.



d.

Throughout the academic year the York College of Pennsylvania Student Senate hosts several contemporary performers in concert. In addition, the very popular YCP Concert Series provides the college and community with an outstanding array of prestigious musical artists. Among the performers who have appeared on the YCP stage during recent years are: Billy Joel, Bonnie Raitt, Chic, Mary Travers, Atlanta Rhythm Section, Gordon Lightfoot, Fleetwood Mac, Eugene Fodor, Preservation Hall Jazz Band and Ray Charles.

Students also have the opportunity to take advantage of numerous lectures, films, art exhibitions and dramatic productions on the York College campus.

c.

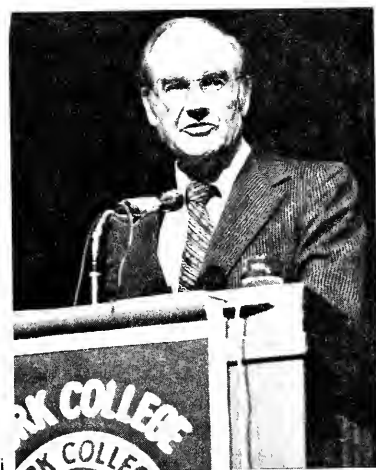




h.



f.



g.

1979-80 Special attractions at YCP: a. Peter Frampton, b. Pure Prairie League, c. Chicken Clark's Road Apple Rodeo, d. Jerry Rubin, e. President Gerald Ford, f. Chuck Mangione, g. Norman Luboff, h. Harry Chapin, i. Senator George McGovern.



THE CONCERT SERIES is open to the public by season subscription and reduced rates are offered to YCP students and faculty. Programs are offered on Wednesday evenings during the academic year. Symphonies, nationally-known singers and dramatic presentations are included in this popular series.

CANDLELIGHT CONCERTS are held in the Life-Sciences Theater and feature both local and special guest artists in recital. York College students are frequently among the performers. No admission is charged for the concerts.

THE LECTURE SERIES attracts well-known people from many disciplines throughout the school year.

THE YCP FILM SOCIETY is comprised of members from the College and the community. A nominal membership fee entitles the holder to view over twenty films during the academic year.

STUDENT SENATE FILM OF THE WEEK SERIES: The Student Senate presents recently released popular films once a week in the comfortable Life-Sciences Theater. The series is free to all full-time students.

PUB CONCERTS: Occasional live rock groups appear free in the Pub or outside on the Gymnasium Mall, weather permitting.

FORMALS/DANCES: At the end of each semester, The Student Senate sponsors a spring or winter formal dinner/dance at a nearby country club. Occasional informal dances are held each semester on campus in the Johnson Dining Room.

THE YCP DRAMA GROUP is an active campus theatre group performing at least two major productions each year and sponsoring many readings and theatre events. It is open to all York College students. Cooperative programs with York's well-known community theater add to the theatrical life at YCP.

ART EXHIBITS may be viewed in the Cora B. Miller Art Gallery continuously during the academic year. Local and special guest artists are represented and the community also highly regards faculty and student exhibits. The gallery is open daily from 9:00 a.m. to 4:30 p.m. and students are welcome to attend the public reception held for each artist on the Sunday afternoon before the exhibit opens.

Academic Departments frequently schedule SPECIAL PROGRAMS of general appeal. The Department offerings have ranged from nationally-known poets to state governors and other officials from industry and government.

THE YCP CONCERT BAND AND CONCERT CHOIR offer several programs each year. Both groups have become well known through recent inter-state tours.

**POPULAR CONCERTS** are held throughout the year. In fact YCP has become known for its wide variety of contemporary music. Performers recently have included: Billy Joel, Gordon Lightfoot, Elly Stone, Sanford and Townsend, Pure Prairie League, New Riders of the Purple Sage and the Preservation Hall Jazz Band.

**Athletics:** York College's sports program is designed to supplement academic experiences by providing opportunities for all students to either participate or witness intercollegiate or intramural competition. The program is consciously geared to student interests and needs. Care is exercised to avoid detracting from students' academic pursuits but rather to enhance overall achievement by supplying outlets for healthy physical and emotional expression.

**OPEN GYMNASIUM HOURS:** The pool, gym and weight training facilities are available at no cost to students for free play at specified hours.

**INTRAMURAL SPORTS.** YCP has one of the best intramural sports programs around! The wide variety of intramurals allows every student to engage in some organized sport without the pressure of intercollegiate competition.

Men participate in touch football, volleyball, basketball, softball, track and field, wrestling, swimming, tennis, badminton, ping pong, weightlifting, pool, street hockey, donkey basketball, and foosball.

Women participate in hockey, volleyball, basketball, softball, tennis, badminton, ping pong, swimming, and donkey basketball.

Coed competition is held in tennis, badminton, ping pong, and archery.

**INTERCOLLEGIATE SPORTS.** Programs are provided for students physically and psychologically equipped to compete in highly organized efforts against representatives from other colleges.

Intercollegiate sports for men include baseball, basketball, cross country, golf, soccer, swimming, track and field, wrestling, and tennis.

Women compete intercollegiately in basketball, hockey, tennis, volleyball, softball, and cross country.

In areas where women's teams are not presently provided, York women are encouraged to try out for existing male teams.

**CHEERLEADING** is a student activity closely related and supportive of the intercollegiate teams. The squad is comprised of ten (academically eligible) students. Squad vacancies are filled through open-competition at the beginning of each college year.

## Organizations

An organization for almost every one exists at YCP and if students see a need for an additional group they are encouraged to go about the necessary procedures to form a new one.

**Student Government:** STUDENT ASSOCIATION AND STUDENT SENATE: All full-time students are voting members of the Student Association. The Student Senate is the executive and administrative agency of the Student Association.

Officers and student senators are elected by the students. Students are chosen by the Student Senate to participate on Faculty Senate committees. The members of the Student Senate invite any interested students to participate in any of its responsibilities and functions. The Senate meets weekly with an adviser and those meetings are open to any member of the student body.

**RESIDENCE COUNCIL:** In addition to a president, vice president, secretary, and treasurer, Residence Council has a representative from each dormitory floor, and two from the resident commuter population. In conjunction with the Coordinator of Resident Activities, the Council will be scheduling social activities, educational and cultural programs, along with other services to the College. Residence Council will distribute information concerning floor representatives this Fall, and all students are encouraged to participate as a candidate or voter. Volunteers for any of the Residence Council committees are always welcome.

**Honorary Societies:** **ALPHA CHI:** A coeducational society whose purpose is to promote academic excellence and exemplary character among college and university students and to honor those achieving such distinction. A general honor society as contrasted with a specialized one, it admits to membership all academic disciplines rather than a single area of study. Annually, the Pennsylvania Delta Chapter at York College admits to active membership those juniors and seniors of good character who rank at least in the upper 5% of their classes.

**ALPHA PHI SIGMA:** A Criminal Justice Honor Society dedicated to professionalization in the field of the Administration of Justice and to the recognition and promotion of high scholarship among students in that field. Membership is limited to Police Science and Corrections majors who have completed three semesters of course work, including at least ten hours in Police Science and Corrections and who have a 2.5 cumulative grade point average, with a 3.0 grade point average in Police Science, and who are in the upper 35% of their class.

**PI KAPPA DELTA:** The national forensics honorary is open to all students who have competed in at least six rounds of intercollegiate competition. There are five levels of membership culminating in highest distinction for students who also have honor grades.

**SENIOR HONOR SOCIETY:** The Senior Honor Society, proposed by the Student Senate in the fall, 1971, was established to honor members of the senior class of York College who have achieved a minimum cumulative grade point average of 2.80, and who have demonstrated continuing leadership and involvement in extra-curricular and/or community activities while at York College. Not more than five percent of the senior class is eligible to be elected to the society each spring.

**Social and Service Groups:** **ALPHA SIGMA ALPHA (National Sorority):** Formal rush will be held twice a year for any interested female. The purpose of Alpha Sigma Alpha is to provide school and community service; to encourage shared interests; and to develop close sisterhoods among female students on campus.

**CHI GAMMA IOTA (Veteran's Fraternity):** The fraternity plans service projects, fosters good citizenship, and promotes friendships and good scholarship among campus veterans. To be eligible for full membership, a student must be a U.S. armed services veteran with an honorable discharge. Social and associate memberships are open to all York College students and staff.

**CIRCLE K CLUB:** Circle K International is the largest student service organization in the world. Its main objective is to give primacy to the human and spiritual values of life rather than to the material values. Projects carried out serve the campus and community. Many social activities are conducted along with projects.

**GOLDEN HEARTS:** These little sisters of Sigma Phi Epsilon comprise a social service organization which promotes campus and community activities.

**LITTLE SISTERS OF TKE:** The Order of Diana works in cooperation with the brothers of Tau Kappa Epsilon to promote success for the fraternity at York College.

**OMEGA THETA CHI:** Omega Theta Chi is a men's social and service organization. Membership is open to all full-time students at York College. This fraternity is designed to promote activities not only here at York College but also throughout the community. See any fraternity member for information and membership. "We can help you to help others."

**SISTERS OF OMEGA THETA CHI:** Sisters of Omega Theta Chi is an extension of the men's social and service organization. This organization was designed to promote activities for the College and also for the community. See any Sister for information about membership.

**TAU KAPPA EPSILON:** Tau Kappa Epsilon is an organization whose aim is to promote the personal and cultural development of each brother and individual through the means of a true fraternity. We believe it is essential that we meet our responsibility to our campus, our community, and to ourselves. Membership is open to all men interested in achieving these goals.

**SIGMA PHI EPSILON:** Sigma Phi Epsilon is a men's social and service organization designed to initiate and promote programs and activities, which may be of mutual interest to its membership and to York College. Membership is open to full-time male students who meet academic standards established by the College.

**Special Interest Groups:** **AFRO-AMERICAN CLUB:** The Afro-American Club is a service group organized to provide unity and leadership to students who are interested in stimulating and educating other students and the community on topics concerning black people. The organization is open to all students.

**ALPHA DELTA KAPPA (History Club):** Through seminars, forums, discussions, visiting lecturers and field trips, club members explore developments in all phases of history and contemporary world problems. The organization is open to all York College students.

**ALPHA KAPPA OMEGA:** The basic objective of Alpha Kappa Omega is to provide a ministry to individuals within the campus community who have a need for redemption and Christian growth, and to make a significant moral contribution to York College.

**CHESS CLUB:** A chess organization designed to stimulate chess activities on the York College campus and in the community. Membership is open to all students, faculty, and staff of York College. Individuals and group instruction is given. The York College Chess team competes in matches with surrounding colleges.

**CONCERT BAND:** Membership is open to any York College student who has had former concert band experience. The band performs at two commencement exercises, a Christmas concert, and a Spring concert. This course carries one credit, and rehearses twice a week.

**CONCERT CHOIR:** The Concert Choir is a carefully selected group of approximately 40 signers who represent the College in choral concerts. This organization is open to students who pass the necessary auditions. It offers a

wide variety of choral experience with emphasis on musicianship and vocal techniques. At least two public performances are scheduled on campus each year. A Spring Tour is one of the activities of the choir and participation is a requirement for membership. The Choir rehearses three hours per week throughout the year.

**FORENSIC CLUB:** This organization is for students who are interested in extracurricular speech activities including intercollegiate tournament competition and the YCP Speaker's Bureau.

**GERMAN CLUB:** The organization aims to stimulate an appreciation of the German language, culture and people, through activities and programs that further student interest. It is open to all students interested in German culture.

**HEALTH RECORDS CLUB:** The primary purpose of this organization is to stimulate interest and appreciation in the career fields of Health Records Administration and the other Allied Health fields. The club membership is open to students of all majors. The club serves as a medium of exchange of information in the area of the Allied Health professions, and provides members with an opportunity to participate in planning, organizing and directing the activities of such an organization. A major goal of the Health Records Club is the continued fostering of inter- and intra-major rapport among its members through the club's many social functions, community-minded projects, and field trips.

**INTERFRATERNAL-PANHELLENIC COUNCIL:** The IFC was organized to promote and coordinate the interests of the several fraternities and sororities represented. Following open discussions, recommendations are made to the group members in the spirit of friendship and cooperation.

**INTERNATIONAL AFFAIRS CLUB:** This organization promotes factual and pertinent information about people of all nations, their history, culture, problems and aspirations, through a better understanding of their ethnic, religious, political, and geographical backgrounds. Membership is open to any interested York College student.

**JUDICIAL BOARD:** This organization serves as campus judiciary board which meets periodically to deal with serious infractions of College policies or repeat offenders. The J Board may recommend disciplinary action ranging from a warning to suspension from College.

**LAMBDA ALPHA EPSILON:** Sigma Delta Rho is a chapter of Lambda Alpha Epsilon, Professional Criminal Justice Fraternity. Membership is open to all Police Science and Corrections majors, both men and women. Activities include public service projects, prominent guest speakers, field trips, and competitions with other chapters. The purpose of the fraternity is to foster professionalism within criminal justice and to promote public awareness of criminal justice problems.

**LATE BLOOMERS:** The purpose of this club is to welcome all students, who qualify for membership, to York College and aid them in every way possible in their adjustment to college life, to aid them in every aspect of college life, to further the interests of every member in the pursuit of knowledge, academic as well as any subjects not relating to academic pursuit. Membership presently is open to all students above the age of twenty-five who are either part-time or full-time students at York College.

**NURSES CLUB:** A new addition to the many clubs and activities on the York College campus is the Nurses Club. The club was organized through the efforts of the first freshmen nursing class at York College.

Membership is open to any student with an interest in the field of nursing. Nursing students who receive approval to enter the nursing major at the close of the freshman year are full members. All other members are social members.

Future plans of the club include volunteer work in various community institutions, fund raising activities on and off campus, as well as many other services. Social activities for the club members are also in the plans.

**SENIOR CLASS:** The YCP Senior Class consists of all registered students of York College who possess a minimum of ninety academic credit hours.

**SOCIETY FOR THE ADVANCEMENT OF MANAGEMENT (SAM):** The Society for the Advancement of Management seeks to provide a bridge between the theoretical training of the college and the practical world of business by bringing together business executives and management majors. The club serves as a medium of exchange of information in management and industry, and provides students with an opportunity to participate in planning and directing the activities of such an organization.

**STAGE BAND:** Membership is open to any York College student who has had previous band experience. This group includes 5 saxes, 4 trumpets, 4 trombones, and 4 rhythm. Performances include several on campus and off campus as well. This course carries one credit, and rehearses twice a week.

**STUDENT EDUCATION ASSOCIATION:** The Student Education Association in affiliation with the Student Pennsylvania State Education Association seeks to develop an appreciation of the teaching profession. The York Chapter of Student PSEA sponsors the Brown Bag Seminars, which are open to all students and faculty. This program tries to enlighten students on current issues in education and also tries to aid you in handling yourself for interviews.

**STUDENT RECREATION SOCIETY:** The Student Recreation Society is an organization established to encourage interest and participation in career programs, and to promote professionalism among students majoring in recreation.

**TAE KWON DO CLUB:** York College students are invited to participate in this club which meets monthly to develop Karate skills.

**THEATRE COMPANY (Dramatic Society):** This is a student organization whose purpose is to promote an appreciation of good drama and to offer students an opportunity to take part in theatrical productions. Major productions are offered each semester plus occasional television programming and oral readings. It is open to all students.

**THE INNEREAR:** An organization designed to expand deaf awareness on the YCP campus and in the community, provide services for the deaf on campus and in the community and further knowledge in sign language. Membership is open to any individual who is willing to help the club.

**WEIGHTLIFTING CLUB:** This organization is designed to promote physical fitness, through the use of the weight training facilities on campus. The group sponsors exhibitions and competitions throughout the year. Membership is open to all interested students.

**Alumni Association:** The purpose of the Association is to promote the interests and welfare of York College by organizing the alumni and informing them of the progress and needs of their alma mater. Additionally, the Alumni Association endeavors to keep alive the spirit of each class through various activities and publications.

All graduates and former students of York College of Pennsylvania, York Hospital School of Nursing, York Junior College, York Collegiate Institute, and York County Academy are considered to be members of the Association and are entitled to all of the rights and benefits of membership.

Members are urged to take an active part in their Association. Any alumnus may run for office or serve on the Executive Council. The meetings of the Executive Council are open and any alumnus may attend and participate in the discussions.

Each year the Alumni Association sponsors two major events, homecoming in the fall and an annual dinner and class reunions in the spring. In addition, alumni are always welcome to return to the campus for a visit or to attend any of the special programs held during the year.

## **Publications**

**The York Scene** – a quarterly newsmagazine dealing with College activities and projects as they involve faculty, students, members of the community and alumni.

**Daily Bulletin** – a single sheet publication dealing with the activities of the College, both faculty and students, on a daily basis. The publication is available at key locations around the campus daily.

**Student Handbook** – an annual publication by the Student Senate and the College Administration. It contains information about rules and regulations for student conduct while on campus, the administration of department matters, and the constitution of the student government organization. Students are urged to become familiar with this publication and its contents.

**The Horizon** – The College Yearbook is published annually by representatives of the student body in cooperation with a faculty adviser. The yearbook staff is formed in the spring of each year. Membership is open to all interested students.

**The Spartan** – The student newspaper was established to give the students of the college an opportunity to practice responsible journalism and proper business management techniques. Membership is open to all full and part-time students.

**Evening News** – A single sheet, monthly publication, communicating College activities, news and information to the part-time Evening students. Copies are distributed in each classroom.

**Summer Sun** – A single sheet, monthly publication, communicating information, news and College activities to the Summer students. Copies are distributed in each classroom.

## **Campus Radio**

WVYC-FM 88, located on the top floor of the Life-Sciences Building, is a 10 watt non-commercial educational station entirely operated by students. The station operates 60 hours on the air per week, serving as an information and entertainment medium for the College and York community. It also functions as a training facility for interested YCP students.

## Awards

Various academic awards are presented annually at the Recognition Dinner in the spring of the year. These awards include the following:

WILLIAM H. TRIMMER-YORK KIWANIS CLUB: for excellence in accounting.

MRS. ELEANORA. GOHN: for the woman graduate for greatest proficiency in business.

RUSSEL GOHN: for the male graduate for greatest proficiency in business.

PENNSYLVANIA INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS SENIOR AWARD: to the outstanding student in accounting.

DAVID REIHART: for outstanding dedication to the field of reading by an elementary education senior.

JOSEPH GULLO EDUCATION: to the graduating senior for outstanding leadership, scholarship, and a commitment to the education profession.

BOB HOFFMAN WRITING: for outstanding work in poetry, short fiction and short non-fiction.

TREVETHAN MEMORIAL SCHOLARSHIP: to the English major with at least 75 hours at York College with highest cumulative average in English courses.

E.A. HIRSCHMAN-YORK AREA CHAMBER OF COMMERCE: for proficiency in social studies.

ROBERT A. COTTINGHAM MEMORIAL: for outstanding contributions to the Student Health Center.

CHARLES HATCH EHRENFELD: for the best two-year record in chemistry by a graduating student.

MANUFACTURERS' ASSOCIATION OF YORK: for excellence in the sciences.

TELEDYNE-McKAY: for outstanding proficiency in mathematics.

CHEMICAL RUBBER COMPANY FRESHMAN ACHIEVEMENT: to the outstanding freshman chemistry student.

LADIES AUXILIARY, LINCOLN CHAPTER, PENNSYLVANIA SOCIETY OF PROFESSIONAL ENGINEERS SCHOLARSHIP: to a deserving engineering student.

ROTARY CLUB OF YORK: to the student who has best demonstrated "Service Above Self."

YORK CHAPTER, RESERVE OFFICERS' ASSOCIATION: for outstanding ROTC achievement.

MR. & MRS. JOHN SEMMELMAN: to a graduating woman, at least 30 years of age, based on personal endeavor, academic achievement and service to York College.

WILLIAM H. SWARTZ MEMORIAL: to a veteran of the Armed Forces and a contributor to campus and community life.

SYLVIA NEWCOMBE: for outstanding contributions to the recreation program.

THE YORK WATER COMPANY: to the sophomore Biology major with highest average in Biology courses.

THE YORK BANK & TRUST COMPANY: to the banking/finance major with highest grade average in major courses.

SALES MARKETING EXECUTIVES, YORK CHAPTER: to outstanding marketing senior.

SANDERSON: for demonstrated excellence by a sophomore nursing student.



**PRIVATE DUTY NURSES:** to a deserving student majoring in nursing.

**ALPHA CHI – EDWARD L. DAVIS:** to a senior member of Alpha Chi for outstanding contributions to the College and the community.

**YORK COLLEGE ALUMNI ASSOCIATION:** to students who earn Summa Cum Laude honors.

Student activity awards include the following:

**HONOR SCOOP:** The Honor Scoop is awarded annually to the organization that has contributed the most service to York College and the community during the academic year. Selection is by a committee of administrators, faculty, and students.

**STUDENT SENATE SERVICE AWARDS:** The Student Senate presents these service awards to a group of upperclassmen for outstanding service to the College and community through participation in extracurricular activities. The Student Senate Service Awards Committee selects the award recipients.

**WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES:** This national Who's Who program annually honors outstanding campus leaders for their scholastic and community achievements. College juniors and seniors are eligible for nomination, and final selections are made by a committee of faculty and students.

**DANIEL J. KLINEDINST, JR.:** Presented to the male athlete who displayed sportsmanship, athletic ability, and obtained a creditable scholastic record.

**GEORGIA HEATHCOTE STALLMAN:** to the outstanding graduating woman athlete.

**DONALD SUERETH MEMORIAL:** Presented to the student selected as greatest contributor to the welfare of the College.

**STUDENT SENATE SCHOLARSHIP:** Scholarships are presented annually by the Student Senate to sophomore and junior students for outstanding service to the College.

**YORK DAILY RECORD FIGHTING HEART:** best typifies a Fighting Heart as an athlete and student, sponsored by the local daily morning newspaper.

**SOCIETY FOR ADVANCEMENT OF MANAGEMENT:** to outstanding student of the local chapter.

**HORIZON:** to outstanding contributor to the production of the Yearbook.

# Admissions and Finances

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## ADMISSIONS POLICY

It is the policy of York College of Pennsylvania to grant admission to applicants without regard to sex, race, creed, color, or national origin. Any applicant who fulfills the basic admission requirements is given every possible consideration within the limits of our housing and classroom facilities.

The Committee on Admissions of York College endeavors to admit those students whose records indicate that they possess the qualities needed to achieve satisfactorily on the college level. They are seeking the student who sincerely wants to go to college, who is mature enough to understand the responsibilities and who will work hard to live up to them.

Applicants for admission should be graduated from an approved secondary school or have earned a state equivalency diploma. Applicants should present records of academic achievement and ability to do college work along with letters of recommendation that will attest to their character and personal outlook.

### When and How to Apply

Applicants for admission should write to the Director of Admissions, York College of Pennsylvania, early in the senior year, preferably September or October, asking for an application for admission form and related papers. These forms must be completed in their entirety and according to the instructions printed thereon. The application fee of \$15.00 must accompany the application. This fee is non-refundable.

Applications must be submitted not later than March 31st by those who plan to live in college residences. York County applicants are encouraged to submit their applications by August 1st in the year they plan to enter.

### Academic Preparation

As a general rule, the applicant's high school program should include fifteen units of study distributed as follows: three in English; two in Social Sciences; two in Mathematics; four in Laboratory Sciences and/or Languages; and the remaining four may be in other areas of study. The applicant should have a grade point average of "C."

### Admissions Procedures

Students seeking admission to York College should follow these recommended procedures:

1. Submit an application.
2. Submit a transcript of high school grades.
3. A recommendation from the high school principal or his representative indicating that the applicant is apparently capable of doing college level work. (This recommendation may appear on the transcript which is sent to the College, or sent as a separate letter.)
4. Take the Scholastic Aptitude Test of the College Entrance Examination Board by January of the senior year. Information about the examination may be obtained from the high school counselor's office or by writing directly to the College Entrance Examination Board, Box 592, Princeton, New Jersey 08540.
5. A personal interview with the admissions director may be required for clarification. Interviews need to be scheduled in advance when they are requested or required. (All applicants are encouraged to visit the campus at their convenience to see the facilities available. Weekdays are preferable.)



6. A health history and report of a physical examination must be submitted along with the deposit payment. Forms are supplied by the College.
7. Applicants who do not register during the academic year for which they have been accepted must re-apply according to the foregoing.
8. Evening session students who are working for a degree must meet all entrance requirements by the time they have completed 12 semester hours of work.

## Acceptance

**EARLY ADMISSION PLAN** – In an effort to provide an opportunity for well qualified high school students to accelerate their studies, York College offers a program under which carefully selected students may be admitted to the college upon completion of the junior year of high school.

Students enrolled in the program are admitted as freshmen and, upon successful completion of the freshman year, are granted a high school diploma by their high school, as well as the college credits earned.

Applicants must have the approval of their parents, high school principal and be recommended by their guidance counselor.

**EARLY DECISION**—York College employs an early decision plan which enables well qualified applicants to complete college plans early in the senior year. The applicant's academic record must be completed through the junior year and the required College Entrance Examination Board test taken in March, May, or July prior to the senior year. Under this plan, applicants who rank in the upper half of their class will be notified as soon as all credentials have been received and evaluated.

**NOTIFICATION**—Committee action, except for early decision, occurs and applicants are notified as soon as all credentials have been received and evaluated. All acceptances are granted conditional to the College being notified by the secondary school of satisfactory completion of high school and the return of the health form sent with the acceptance letter.

**CANDIDATE'S REPLY DATE**—Applicants accepted prior to February 1 are asked to signify their intention to accept admission by March 1. Those offered admission after February 1 should signify intent to accept admission within 30 days of the date of the letter granting admission.

**ACCEPTANCE DEPOSIT**—A deposit of \$200.00 is required of all freshmen or transfer applicants requiring housing; a deposit of \$100.00 of applicants who will be commuting. The deposit is required by March 1 for those offered admission prior to February 1 and within 30 days thereafter. This deposit reserves a place in the entering class and enables the College to plan faculty assignments, class scheduling, and book requirements. It is *not* refundable. The deposit is applied to the student's total charges for the Fall Semester.

**HOUSING**—there are three general housing classifications for York College students:

1. The resident student lives in any of the college-owned facilities. Those living in any of the four dormitories are required to purchase a meal ticket for the College Food Service program. A housing agreement is forwarded with each acceptance letter, and must be returned with a deposit. Specific room assignments are made in August by the Director of Residence Life.
2. The commuter is a local resident of the York County area who continues to live at home while attending classes at the College.
3. The resident commuter is an upperclass student who lives off campus in a room or apartment through his own initiative, or through the listings available from the Office of Residence Life.

## **Admission of Foreign Students**

York College welcomes applications from foreign students. In addition to fulfilling the requirements stated under Admissions Procedures, foreign students must submit satisfactory scores from the Test of English as a Foreign Language (applicants whose native language is English are excepted) administered by the Educational Testing Service, P.O. Box 592, Princeton, New Jersey 08540, U.S.A. It is advantageous for foreign students to apply for admission and the required testing well in advance, in order that evaluation of credentials and travel arrangements may be made.

## **Admission of Part Time Students**

A student who wishes to take a few courses at York College of Pennsylvania is encouraged to do so. Many individuals who are employed full time either day or evening, take advantage of this opportunity to become involved in a college curriculum. For those people who wish to attend Saturday or evening classes, complete registration may be carried out in the Director of Special Programs' Office. Enrollment of part time day students is handled directly through the Scheduling Office. In either case it is not necessary to complete a formal application for admission until the student wishes to matriculate and work toward a specific degree. A non-refundable deposit of \$15.00 is required for each semester or summer session.

## **Courses for High School Students**

Capable high school juniors and seniors are encouraged to take some college (credit) courses during their last two years in high school. The experi-

ence exposes them to a college environment while still retaining important high school social interactions.

## Admission of Transfer Students

Transfer students from two and four-year institutions are welcomed. The two-year college graduate may be admitted from an accredited college if he has a minimum grade point average of 2.00 ("C") and has pursued a college parallel program. Under these conditions the applicant will be accepted with junior class standing. A maximum of seventy-five semester hours will be accepted in transfer from two-year colleges.

Students who are transferring from other institutions offering college level work must:

1. Submit an application form and the \$15.00 application fee. This fee is non-refundable.
2. Furnish a transcript of college work previously taken. An official transcript of all previous work is required whether a student has earned transfer credit or not, or whether a student wants transfer credit or not. Credit may be given for transfer courses in which the applicant has earned "C" or higher. If the student is in academic difficulty, he is not eligible to apply until one semester has passed.
3. Have an interview with the Director of Admissions.
4. Submit a letter of recommendation from the academic dean or dean of students of the college from which the student is withdrawing. If the student is in academic difficulty, the letter must clarify the conditions required for the applicant to be eligible for reapplication there. This letter is required to complete the student record even though he may not plan to reapply to his former college.
  - I. Students who have earned an Associate of Arts, Associate of Science, or other equivalent two-year degree, shall be accepted as candidates for a Bachelor of Arts or Bachelor of Science Degree, subject to the following qualifications:
    - a. The Associate Degree shall have been awarded by a regionally accredited institution.
    - b. All students holding degrees from other institutions shall have transcripts evaluated by the Admissions Committee.
    - c. Although full credit is given for the earned degree, a student may be required to take certain additional courses not previously completed satisfactorily which are prerequisites for his chosen curriculum.
  - II. Students who are accepted in advanced standing by transfer of an Associate Degree as described in Section I above are subject to the same regulations and may enjoy the same privileges as all other full-time students with the following exceptions or qualifications:
    - a. Graduation with honors will be based on the cumulative grade point average earned including transfer credits.
    - b. Transfer students are eligible for financial aid at the time of Admission.

Students seeking to transfer after an unsuccessful experience at another institution should have passed at least 60% of the courses taken elsewhere. Students who have been unsuccessful at two colleges are not eligible for admission.

## **Direct Transfer**

In order to expedite the admission of students transferring from the two year colleges, York College has entered into direct transfer agreements with Bucks County Community College (PA), Dundalk Community College (MD), Howard Community College (MD), Montgomery College (MD), Orange County Community College (NY), Dean Junior College (MA) and Wesley College (DE). Since more direct transfer agreements are in the process of being negotiated, we suggest you consult with the transfer counselor at your college to learn if an agreement exists there.

## **Admission of Veterans**

Students training under one of the Public Laws should apply at their local Veterans Administration office for educational benefits prior to their registration in College. They should bring with them, if possible, for registration purposes the original or supplemental letter of eligibility. Veterans may qualify for advanced standing; they should check their service schooling with the Director of Admissions.

## **Readmission**

Any student who has not been enrolled for one semester or more must obtain and file a readmission application with the Admissions Office and be formally readmitted to the College.

## **Late Registration**

Applicants who have been admitted to the College, but for reasons beyond their control cannot register during the regularly scheduled registration period, may enroll late during the first week of the fall semester and during the first week of the spring semester. Anyone who cannot register on time is requested to notify the Registrar's Office. A late fee of \$10.00 will be charged part-time students and \$15.00 full-time students.

## **Deferred Registration**

Normally any applicant who has been admitted and fails to register during the academic year for which he has been admitted must initiate the application procedure anew if he desires admittance at a later date. However, an applicant may have his admission deferred for one year if he notifies the Admissions Office in writing of his request for deferred registration. In the case of an applicant who is drafted into the Armed Services, the applicant must reactivate his application within a year of his separation from the service. The tuition deposit, if paid prior to being drafted, will be refunded upon written request.

## **EXPENSES**

Tuition and fees are payable prior to the beginning of each semester. No student may enter class until payment or arrangements for payment have been made. No reduction in tuition or fees is made for late registration.

If students do not meet their financial obligations prior to the end of the academic semester they will not be permitted in classes nor will they be permitted to take the final examination. Naturally, grades or transcripts will not be released until all financial obligations have been met.

The College reserves the right to change fees and charges without notice.

## Billing and Payment Due Dates

	Resident	Commuter
Fall Semester:	<u>Students</u>	<u>Students</u>
Billing Date	June 26	June 26
Payment Due Date	August 5	August 5
Spring Semester:		
Billing Date	November 6	November 6
Payment Due Date	December 21	December 21

## A \$25 LATE PAYMENT FEE APPLIES AFTER DUE DATE

### Tuition

### Per Semester

Full-time students* (12-18 credits per semester and laboratories)	\$1,124
Beyond 18 credit hours, per credit hour	\$ 63
Anyone who is enrolled for more than 18 credits as of the last day to add a class will be billed for those additional credits whether or not the student drops below 19 credits at a future time during the semester. The withdrawal will have no bearing on the financial obligation.	
Part-time students (less than a total of 12 credits per semester) per credit hour	\$ 55
Auditors	
Per credit hour	\$ 25
(In addition to the above, auditors are charged a Registration Fee of \$5.00 and a General Fee of \$10.00 which includes parking privileges.) Auditing will not be permitted in laboratory or non-credit courses.	

\*Additional tuition charge for students majoring in Nursing \$100



## Fees

Application Fee (new students only)	\$15.
Valid only if the student registers during the academic year for which he has been accepted. Applicable only to work taken within 5 years after matriculation. Students wishing to continue to take courses beyond this period must re-apply.	
General Fee—12 credits or more (per semester)	\$35.
Entitles student to campus parking for commuters, College Health Service, free admission to all home athletic contests and concerts and lectures, and use of the Student Center.	
General Fee—11 credits or less (per semester)	\$10.
Entitles part-time student to campus parking for commuters, free admission to all home athletic contests, concerts and lectures, library services, scheduled advising services, and the use of the Student Center.	
Registration Fee—All Students (Per Semester)	\$5.

## Special Fees

Late registration fee	Part Time Student—\$10.00	Full Time—\$15.
Make-up examination		\$5.
Change of program (per change)		\$5.
Student Senate Fee (per semester)		\$20.
This fee is assessed by the Student Senate and collected by the College for the Student Senate.		
Scuba Diving Fee		\$15.
Educational Measurements and Tests Course Fee		\$10.
Applied Music (piano, organ, instrumental, vocal) (Per semester)		
½ hour per week		\$100.
Two ½ hour periods or one 1 hour period per week		\$190.
Once a student makes arrangements for lessons, the student is obligated to pay for the entire semester charges.		
Student Teaching Fee for Education majors		\$65.
Degree Fee (required of all students as follows):		\$20.
For students matriculated in the baccalaureate program, this fee is due and payable immediately following the semester during which the student accumulates 105 credits toward graduation. For part-time students, it is due and payable following the semester during which 114 credits have been accumulated.		
For students matriculated in associate degree programs, this fee is due and payable immediately following the semester during which the student accumulates 45 credits toward graduation either from York College or as a transfer student from another institution. For part-time students, it is due and payable immediately following the semester during which the student accumulates 54 credits toward graduation.		
<b>Laboratory Fees:</b>		
Nursing courses (prefixed by letter N) Per credit hour		\$10.
A laboratory fee is charged for certain courses for part-time students only. A listing of these courses will be available at the beginning of each semester.		
Per course		\$15.
Credit by Examination (per course)		\$50.
Late Payment Fee for Semester Billing		\$25.



## TYPICAL TUITION AND FEE COSTS AT YORK COLLEGE FOR ONE SEMESTER

Cost Per Semester For Resident Student*		Cost Per Semester For Commuter Student*	
Tuition	\$1124.	\$1124.	
General Fee	35.	35.	
Registration Fee	5.	5.	
Student Senate Fee	20.	<u>20.</u>	
Room Rent	350.	\$1184.	
Board	422.		
Bed/Bath Linens	<u>19.</u>		
	\$1975.		

\*In addition to these charges, a student will have book expenses, and, depending upon his course, a possible charge for laboratory fees. There is also an additional charge of \$100 per semester for students majoring in Nursing.

### Resident Hall Fees

	Per Semester 1980-81
Room Rent*	**\$350. to \$440.
Board	422.
Bed and Bath Linens	19.

All resident students are required to participate in the board and linen arrangements made by the College.

\*There are a few single rooms in the men's resident hall for an additional fee of \$100.00 per year.

\*\*Depending upon location.



## REFUND POLICY

### Evening Students

No refund of tuition and fees will be given an evening student who drops a course or courses or withdraws completely from college after the first class meeting. If an evening student drops a course prior to the first class meeting, only tuition will be refunded. Failure to attend class, or merely giving notice to instructors, or telephoning, will not be considered an official withdrawal and may result in receiving a failing grade for the course. A change of student form should be secured from and returned to the Campbell Hall office.

### Full Time

If a full-time student drops a course, no refund will be given unless his credits total more than 18, and then only with the authorization of the Dean of Academic Affairs.

If a full-time student withdraws from the College, the following tuition refund will be made:

Withdrawal during the first or second week of classes	80 percent
Withdrawal during the third week of classes	60 percent
Withdrawal during the fourth week of classes	40 percent
Withdrawal during the fifth week of classes	20 percent
Withdrawal during the sixth or succeeding week of classes	0 percent
Withdrawal without officially notifying the Records Office	0 percent
Suspension	0 percent

If a full-time resident student withdraws from the College, the unused portion of his meal ticket will be refunded.

No refund of laundry, room, general, registration, laboratory, application and special fees will be made.

If a full-time student drops from full-time (12 or more credits) to part-time status (less than 12 credits), charges will be computed on a percentage basis, as shown above. All fees are non-refundable.

## Part Time

No refund of tuition and fees will be given a part-time day student who drops a course or courses or withdraws completely from the College after the first class meeting, whether or not the student is in attendance. If a part-time day student drops a course prior to the first meeting, only tuition will be refunded.

## Deposit Refunds

### ... for Entering Freshmen and Transfer Students

Deposits for Transfer and Freshmen Students are not refundable. See Pages 30 and 31.

### ... for Returning Students

Returning Students are required to make a \$100.00 deposit, if a commuter, or \$200.00 deposit, if a resident. The deposit for Returning Students will be refunded under the following conditions:

- (a) If a student is academically suspended from the College;
- (b) If a student is refused final admission;
- (c) All full-time students attending the Fall Semester are requested to make the required deposit before scheduling classes. This deposit signifies their intention to return to York College in the Spring Semester of the academic year. In order to obtain a refund of his deposit, a student must file a written request for refund of his deposit with the Business Office on or before December 20. If a full-time student withdraws, or is socially suspended, after December 20 and prior to Spring Registration, no refund of his deposit will be made.
- (d) All full-time students attending the Spring Semester are requested to make a similar deposit before scheduling classes. This deposit signifies their intention to return to York College in the Fall Semester of the next academic year. In order to obtain a refund of this deposit, a student must file a written request for refund with the Business Office on or before June 15. If a full-time student withdraws, or is socially suspended, after June 1 and prior to Fall Registration, no refund of his deposit will be made.

## STUDENT MEDICAL INSURANCE

Students may secure, on a voluntary basis, a twelve-month insurance policy covering hospitalization and medical expenses as an in-patient. This covers both sickness and accident on a 24-hour per day basis.

Brochures describing the benefits and costs are available and will be mailed to incoming students.

## FINANCING YOUR EDUCATION

### Financial Policy

There are numerous sources upon which students may draw to finance their education. Some funds are administered by the College and others accrue to the students by virtue of Federal Government support of higher education in the form of loans, scholarships and grants-in-aid. Every effort is being made by the College to keep tuition and fees at a low level since this is in itself a form of scholarship aid to all entering students.

York College is a member of the College Scholarship Service of the College Board. Each aid applicant must supply a financial aid form submitted through the College Scholarship Service.

Inquiries should be directed to:

Financial Aid Officer  
York College of Pennsylvania  
Country Club Road  
York, Pennsylvania 17405

## **Qualification for Aid**

Through its general funds, scholastic endowments, annual gifts, and loan funds, the College is able to offer aid on the basis of real financial need.

To qualify for consideration, an applicant must:

Be enrolled or accepted for enrollment as a full-time student.

Meet any stated requirements of an individual fund.

File a completed institutional application for financial aid.

File a Financial Aid Form.

File a Basic Educational Opportunity Grant.

File for a Pennsylvania Higher Education Assistance Grant (Pa. residents only).

Application deadline for returning students only – March 15.

## **GRANTS**

### **Basic Opportunity Grants**

A Federal program which provides grants up to \$1800 to students showing a financial need. Application is made directly to the government.

### **Pennsylvania Higher Education Grant Program**

York College of Pennsylvania is a participating institution in the Pennsylvania Higher Education Grant Program. All students applying for institutional financial aid must apply for these funds if they are a Pennsylvania resident. Each year application deadlines are announced by the Agency. Award amounts are limited to 80% of the cost of tuition, but may not exceed \$1500 per year. Students are eligible for up to 8 semesters of grant eligibility (in a four-year program). Students must maintain academic progress (progression from one academic level to the next academic level each year). Students should contact their high school Guidance Office, the Financial Aid Office at the school they are, or will be, attending, or PHEAA, Towne House, Harrisburg, Pa. 17102 for further information.

### **Supplemental Educational Opportunity Grants**

York College of Pennsylvania awards Supplemental Educational Opportunity Grants to a limited number of students with exceptional financial need who require these grants to attend college. This program was authorized by the Higher Education Act of 1965 and began its first year of operation in the fall of 1966.

The amount of financial assistance a student may receive depends on his needs, taking into account his financial resources, those of his parents, and the cost of attending the college of his choice. Grants range from \$200 to \$1500 a year.

Providing a student qualifies for a Supplemental Educational Opportunity Grant, the amount of this grant must be matched by either an independent scholarship of a like amount or a National Direct Student Loan of a like amount.

## College Work-Study Program

This program was established by the Economic Opportunity Act of 1964 and was transferred to the United States Office of Education by the Higher Education Act of 1965.

Under the Work-Study Program, full time students are assigned responsibilities for the full academic year. Students may be employed up to 15 hours per week.

Work-Study has been of particular interest to many students and has become one of the most attractive ways to help in the payment of college expenses. If the assignment to a Work-Study Program should not sufficiently meet the financial needs of a student to attend York College, a "package of aid" (consisting of a combination of work, loan or scholarship) may be awarded in order not to place an undue hardship upon the student or his family.

## Nursing Scholarship

This non-repayable grant is restricted to full time students majoring in nursing who come from families with extremely low income and who demonstrate exceptional financial need. The maximum yearly grant is \$2,000.

## Institutional Scholarships

In order for students to qualify for institutional scholarships and to continue on a scholarship program, a grade point average of 2.5 must be maintained.

Announcement of Recipients: The Scholarship Committee meets during the spring semester. Each applicant is notified of the action on his application at the earliest possible date.

**YORK COUNTY AGRICULTURAL SOCIETY SCHOLARSHIPS.** Eight \$200.00 scholarships to male or female residents of York County; four to Juniors and four to Seniors.

**YORK COUNTY ACADEMY SCHOLARSHIP.** Number unspecified. Up to \$1,000 per year. Limited to men or women of York County. (This scholarship originates from a YCP forerunner, the York County Academy, founded in 1787.)

**THE COLEMAN SCHOLARSHIP.** Up to \$500.00 per year, first consideration given to students desiring to prepare themselves for the ministry. (This scholarship was founded in the 1880s for York students.)

**SERTOMA CLUB OF YORK SCHOLARSHIP.** Two scholarships of \$500.00 per year for men or women.

**LOCAL 4407, UNITED STEEL WORKERS OF AMERICA GRANT.** One award of \$300.00 each year for a freshman son or daughter of a member of the local union.

**WOMEN'S CLUB OF YORK SCHOLARSHIP.** \$150.00 annual scholarship for a male or female resident of York County.

**THE ESTELLA E. AND DAVID H. RINEARD MEMORIAL SCHOLARSHIP.** To be awarded to one or more individuals of at least Sophomore standing. Applications from foreign students will receive first consideration.

**NATIONAL CENTRAL BANK WORK-SCHOLARSHIP.** A \$1000 scholarship plus an opportunity for a work experience in banking for students pursuing a business career.

**THE RUTH E. TREVETHAN SCHOLARSHIP.** An award to an English major in memory of Miss Trevethan, former York College English professor. The recipient is chosen by the English Department.

**THE FRED C. SMITH SCHOLARSHIP.** Given by the College in honor of Mr. Smith who served as Dean and instructor. Up to full tuition for a student majoring in Business Management.

**THE YCP ACADEMIC SENATE SCHOLARSHIP.** A half-tuition scholarship, awarded to a student upon completion of one year at the College.

**YORK COLLEGE OF PENNSYLVANIA SCHOLARSHIPS.** Awarded to male or female students who have attained a high secondary school average and will enter York for their Freshman year; and awarded to York students who have maintained a cumulative average of 2.5 while in attendance at the College. The York Scholarships are also based on financial need.

**THE HELEN M. McNITT SCHOLARSHIP.** Given by the Board of Trustees in recognition of Miss McNitt's long service to the College and her interest in young people. The Scholarship is awarded to a student majoring in English. This scholarship is based on financial need.

**NINA AND PHILIP FRIEDMAN MEMORIAL SCHOLARSHIP FUND.** Scholarship awarded in memory of Nina and Philip Friedman.

**R. S. NOONAN SCHOLARSHIP FUND.** Awarded to deserving full time students including children of employees of R. S. Noonan, Inc.

**YORK COLLEGE ALUMNI ASSOCIATION SCHOLARSHIPS.** The Alumni association offers scholarship funds to graduates, their children and grandchildren from the Alumni Scholarship Fund and the J. Kenneth Stallman Memorial Fund.

**VALEDICTORY SCHOLARSHIPS.** Full tuition scholarships for the first two years to York County students graduating first in their class. One-half tuition for their final two years. Funded by J. CHESTER LIVINGSTON and JESSIE L. LIVINGSTON Fund.





**ADAM KOHLER FAMILY MUSIC SCHOLARSHIP FUND.** A fund for students majoring in music. Eighty percent of an award in the form of a grant, twenty percent a non-interest loan payable after graduation.

Adam Kohler was a founder and for 42 years, director of the Dallastown, Pennsylvania Cornet Band.

**RUSSELL G. AND ELEANOR A. GOHN TRUST FUND.** Scholarships shall be awarded from this fund to students demonstrating financial need.

**DEVERS LIONS CLUB.** Students are recommended for this scholarship by the Financial Aid Office based on financial need to the Devers Lions Club. This scholarship is restricted to York County students. The Club selects from the recommendations.

**EAST YORK LIONS CLUB.** Students are recommended for this scholarship by the Financial Aid Office based on financial need to the East York Lions Club. The Club selects from the recommendations. This scholarship is restricted to York County students.

**THE FREDERICK BAUGHER GERBER MEMORIAL ENDOWMENT FUND.** Created in his memory by his wife, Jessie Mercer Gerber. Income from the funds to be used for scholarships for worthy students who are residents of the City of York.

**JOSIAH W. AND BESSIE H. KLINE FOUNDATION SCHOLARSHIP AWARD.** Annual award of \$1,000 in scholarship funds to go to deserving students. Request the student be from the South Central Region of Pennsylvania.

**LAWRENCE B. SHEPPARD MEMORIAL SCHOLARSHIP FUND.** Scholarships from this fund shall be awarded with first preference going to students from Hanover area. Students must qualify for financial assistance. Students given first preference shall be those entering or enrolled from the following high schools: Hanover, Delone Catholic, Littlestown, New Oxford, Spring Grove and South Western.

**J. E. BAKER SCHOLARSHIP FUND.** One \$500 scholarship to a full time deserving student.

**YORK STEEL SCHOLARSHIP FUND.** One \$500 scholarship to a full time deserving student.

HERBERT W. FURSE MEMORIAL SCHOLARSHIP FUND. One \$500 scholarship for graduates of St. Johnsby Academy.

HERCULITE PRODUCTS, INC. SCHOLARSHIP FUND. One \$500 scholarship to a deserving full time student.

YORK BANK & TRUST COMPANY SCHOLARSHIP FUND. Preference given to students of York County. One \$500 scholarship.

GEORGE H. WHITELEY AND PURDON S. WHITELEY SCHOLARSHIP FUND. For deserving full time students of York College.

SOUTHERN PENNSYLVANIA BANK SCHOLARSHIP. For children of employees of Southern Pennsylvania Bank.

JOHN ANDREWS SCHOLARSHIP FUND. One \$1200 scholarship for an entering freshman with a high proficiency in an academic or college preparatory study in high school. The scholarship is for majors in Education, History, English, Humanities, Foreign Languages, Music, Philosophy, or Speech. In memory of John Andrews, founder of a small classical school in 1776 which developed into York County Academy, a forerunner of YCP.

PRESIDENTIAL DEPARTMENT SCHOLARSHIPS. Funded by RACHEL H. and EDWILL B. MILLER Trusts. \$1200 scholarships awarded annually with the approval of each department chairman. To incoming freshmen. May be renewed based on academic achievement.

GASTON I. SWEITZER BOOK FUND. The Gaston I. Sweitzer Book Fund was established by Mrs. Sweitzer and is designed to assist needy students in the purchase of their textbooks. Interested students should make application for resources from this fund, up to a maximum of \$50 for any academic year. Mr. Sweitzer was a member of the graduating class of York Collegiate Institute, a forerunner of York Junior College, which was a forerunner of York College of Pennsylvania. He was graduated in the class of 1907. His memory is being perpetuated through the establishment of this fund.

## LOANS

### National Direct Student Loans

York College of Pennsylvania approves and collects these loans. This program provides loans of up to \$2,500 during the first two years with a limit of \$5,000 aggregate for the pre-baccalaureate years. Repayment begins 9 months after the termination of the student's education. The interest rate is 3%. The loan may be deferred while the student is enrolled at least half-time in post graduate study, or serving in the Peace Corps or as a Volunteer in Service to America (VISTA). There are cancellation privileges for teachers of the economically, mentally, physically and emotionally handicapped, teachers in the Head Start Program, and for those who serve in the U. S. Armed Forces.

### Nursing Loan

This loan is available to all full time majors in the nursing program. The interest rate is 3%. Cancellation privileges are available for nurses employed in a public or non-profit hospital, or for nurses employed in a public or non-profit hospital where there is an extreme shortage of nurses.

### Guaranteed Student Bank Loan

This loan is obtained from private lending institutions such as banks and credit

unions and is administered in conjunction with the state and Federal governments. Loans up to \$2,500 are available at 7% for four years. Repayment is not required until 9 months after termination of the student's education.

### **Bank Plan**

Arrangements may be made with The York Bank and Trust Co., York, Pa., for an insured loan, which permits the payment of tuition and academic fees in three equal installments during the First Semester and in four equal installments during the Second Semester.

Further information and application for a bank loan may be secured from the Business Office.

## **DEFERRED PAYMENT PLANS**

Information regarding the payment plans mentioned below will be mailed directly to students from the agencies listed or from YCP.

### **Tuition Plan**

Arrangements have been made with THE TUITION PLAN, INC., New York City, to finance student education under the budget plan whenever financing is needed. The Tuition Plan is a convenient way to pay tuition and other academic fees out of regular earnings on a monthly basis. This plan may be set up on a variety of payment schedules. Life insurance is furnished on plans in excess of one year and the parent or legal guardian must sign the agreement.

### **Education Funds, Inc.**

For students and their parents who desire to pay tuition, room, board, and fees on the installment basis, the College offers the opportunity to budget all or any part of the annual expenses in equal installments beginning June 1 of each year at a cost of only \$25.00 a year.

The College has made arrangements with Education Funds, Inc. – Fund Management to provide this service. You will receive an application in the mail prior to May 1. If you wish to use the service, you must mail completed application and check for \$25.00 to EFI-Fund Management prior to initial starting date. They will bill you in equal installments for the amount you indicated on the application. The total cost of this plan is \$25.00; there are no other costs.

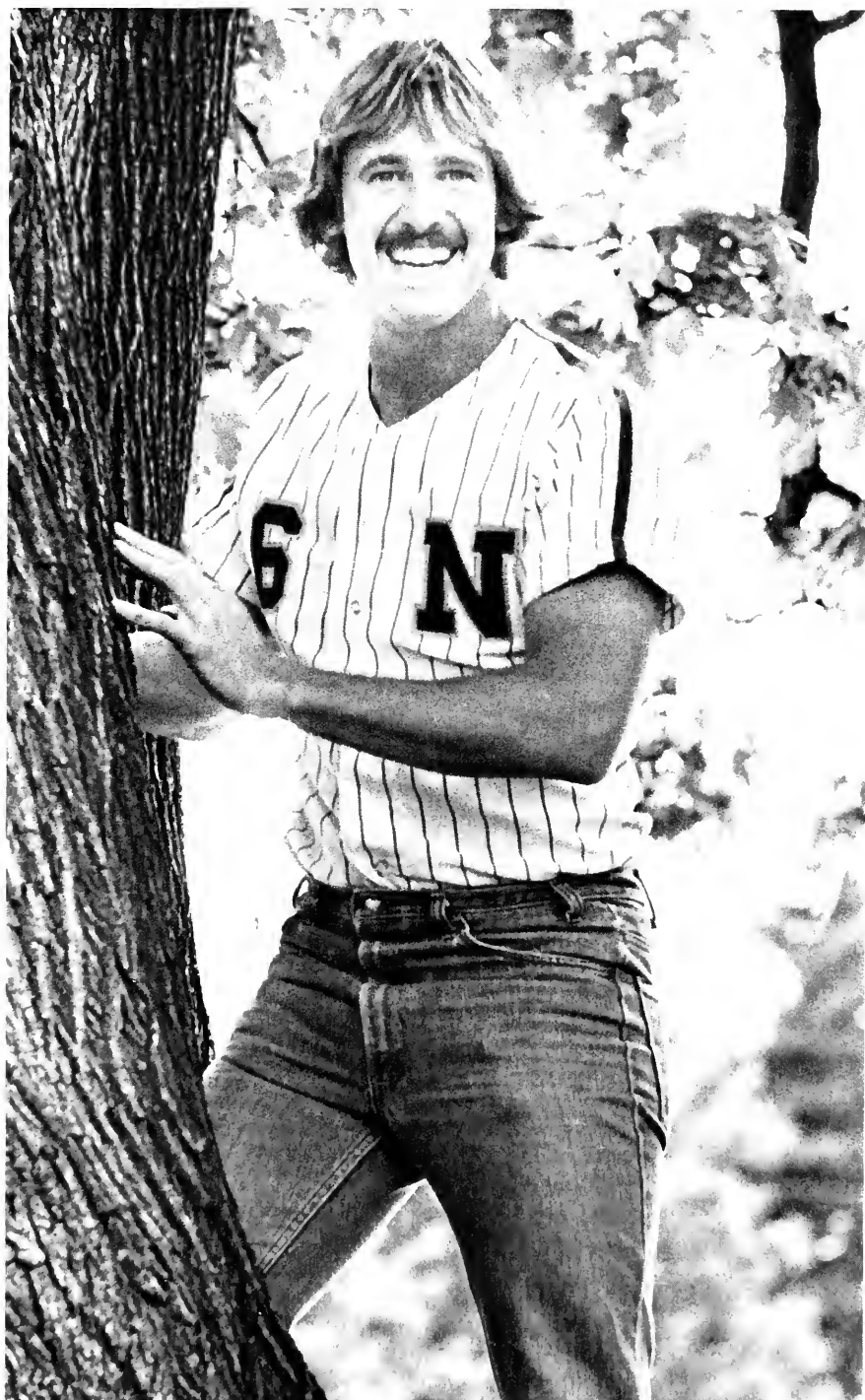
### **Richard C. Knight Insurance Agency Insured Tuition Payment Plan**

The Insured Tuition Payment Plan of Boston offers two convenient payment programs. One program is a prepayment program which begins before school starts and ends before graduation.

The second program takes advantage of low cost loan facilities and spreads payments over a longer period of time.

### **Girard Edu-Check Plan**

The Girard Plan provides money to pay for educational costs through use of a specially designed check. Applicants decide how much they need to borrow and make monthly payments directly to Girard Bank. Four years of education may be financed for up to 96 months.



# Academic Policies

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## GENERAL REQUIREMENTS

### Attendance Policies

Most educators feel that attendance at all meetings of scheduled classes is a worthwhile activity. Class attendance policy at York College of Pennsylvania is at the discretion of the instructor. The class will be informed in writing within the syllabus whether attendance is used as a criterion in evaluating student performance. Naturally the student is responsible for all work of the course unless specifically exempted by the instructor. It is recognized that some absences may be necessary or unavoidable. The student should inform the instructor of the reason for the absence and make arrangements to make up any work which is missed. The responsibility of initiating action to make up work missed in the classroom rests with the student.

### Major/Minor – Declaration or Change

All students should file the Declaration of an Academic Major form prior to entering the Junior year. This form is available in the Records Office.

Students wishing to change their major should fill out a Change of Curriculum form which is available in the Records Office. This form must be approved by the Department Chairmen involved.

Declaration of a minor will be made on the application for the Baccalaureate degree. This information must be completed during the last semester on campus.

### Repeated Course

Any student who has taken a course at York College will be permitted to repeat this course. While both grades will appear on the student's permanent record, the quality points earned on the basis of the higher grade will be used in the computation of the cumulative grade point average.

Since grades and quality points are not transferred from other institutions, a course which is repeated at another institution will have no influence whatsoever on the cumulative grade point average earned at York College of Pennsylvania.

### Awarding of a Second Degree

A student holding an Associate or Baccalaureate Degree from another accredited college may pursue courses at York College leading toward a second degree (either Associate or Baccalaureate) provided that the following conditions are met:

1. The candidate must meet the departmental requirements established for the major as published in the College Catalog. The Department Chairman will review the student's academic record and indicate the additional courses that will be necessary to complete the degree requirements.
2. The candidate must complete a minimum of the last thirty semester credit hours of the major at York College.

### Courses Taken at Other Institutions

Students desiring to pursue summer work or additional work at another institution must secure written permission from the Dean of Academic Affairs

prior to beginning the work in order to have the credits transferred back to York College.

The grade earned must be a C or better for transfer. Credit hours for courses taken at other institutions may be transferred but grades and quality points do not transfer and the credits earned will be added to the "other credits" in determining the number of credits completed. Students are reminded that they must complete the last 30 credit hours of their program at York College to be eligible for a degree.

Since grades and quality points are not transferred they would not have any impact on a person's grade point average. Because of this, courses may not be repeated at another institution.

## **Graduation**

Each student who hopes to receive a degree must make application for the degree during the final semester on campus. The deadline for such an application is usually within the first month of that semester. Applications for degree are available at the Records Office.

In order to participate in a commencement ceremony a student must be enrolled in adequate hours during that final semester, the successful completion of which will enable him to meet all degree requirements. It is imperative that application for degree be made early.

## **Examinations**

Examinations during a semester vary in number according to the instructor. The final examinations, held during a special Final Examination Week, are generally designed to cover all of the material discussed in the courses. Students found guilty of academic dishonesty will receive a grade of "0" and may be suspended from the college. Students are expected to have completed all of the examinations offered in the course before credit can be received.

## **EVENING, SATURDAY AND SUMMER CLASSES**

York College offers a full spectrum of credit courses in the evenings, on Saturday and throughout the summer for students of all ages. Such courses are available to students who want to work toward a degree, either Associate or Baccalaureate, or who desire continuing education for cultural or vocational reasons. With approval of the Dean of Academic Affairs a student may attend on a full-time basis.

The courses offered are all selected from the college catalogue. Over half are taught by regular faculty members. The choices are based on surveys taken among students and in the community with the objective of fulfilling the mission of York College to serve the total Central Pennsylvania community of college age youth, adults in business, education, and industry, and those wishing to broaden their interests in life through education.

## **Evening Courses**

Evening courses are offered throughout the week and on Saturday to serve adults who wish to earn degrees or increase their vocational skills. These classes meet one time a week for three hours. Classes are held on the college campus on Country Club Road, at industry locations when requested, and in Hanover at the senior high school.



Students may earn college credit for these courses. There are no requirements for admission except a high school diploma or an equivalent G.E.D. As a rule, evening session students enroll for a maximum of two courses. After earning 12 credits (generally four courses) with satisfactory grades, students may apply for admission to a degree program.

All college services are available for evening students; including parking, admission to all home athletic contests, concerts, lectures and certain films, library services, scheduled advising by faculty and the use of the Student Center.

In the Evening sessions, review courses are offered to assist students in strengthening their basic skills. Non-credit courses in continuing education and leisure learning are offered from time to time.

## **Hanover Classes**

With the cooperation of the Hanover Chamber of Commerce and the Hanover School District, YCP offers a wide choice of courses in Hanover, Pa., about 15 miles southwest of York.

## **Summer Sessions**

Classes are offered for thirteen weeks throughout the summer divided into three sessions of a three week and two five week sessions. These classes are held during the day or in the evening. The summer classes are given for the following reasons:

1. To make up work in courses for which achievement fell below standard performance.

2. For continuing students who desire to accelerate their program toward early graduation without the pressure of a full schedule.
3. Students in other colleges who desire to pick up additional credits for transfer to their enrolled institutions.
4. For accepted freshmen anywhere who need refresher courses in certain subjects, or who wish to take a college course or courses to test their ability to handle college work.
5. For adults who have a desire for career advancement or personal improvement.
6. For high school seniors with academic aptitude to take entry level college courses.

All college services are available to summer students; including parking, library services, scheduled summer activities using the gymnasium and swimming pool, dormitory accommodations, advising and counseling services and the use of the Student Center.

Summer courses are of the same quality and number of class hours as those in the academic year, and most are taught by regular faculty members. Students enrolled in a summer session will take a maximum of six credit hours for each five-week session. Under special conditions, a student may enroll for a maximum of seven credit hours, depending upon his academic competence and/or the advice of his advisor and approval of the Director of Special Programs. There are no requirements for admission to the Summer program except a high school diploma or the equivalent G.E.D.

Brochures are provided for both the Evening and Summer Session. They may be obtained by either writing or calling the:

Director of Special Programs  
YORK COLLEGE OF PENNSYLVANIA  
Country Club Road  
York, Pennsylvania 17405  
Phone: 846-7788, Ext. 229

## **REGISTRATION AND SCHEDULING**

### **Academic Advising**

Faculty members give academic advising to those students who require it at any time during the academic year, but especially prior to registration periods. In addition to the academic advisors, there are counselors trained in student affairs work who will be able to assist the student in solving his academic problems as well as those problems that may be economic or social in nature. All students are urged to become acquainted with the Director of Academic Advising whenever they are in need of help.

### **Adding and Dropping a Course**

If a student wishes to add a course beyond the normal load, he must have the permission of his Department head and the Dean of Academic Affairs. The actual change is made through the Records Office which is located in the East end of the Administration Building.

Courses may only be added during the first week of the semester.

Anyone who is enrolled for more than 18 credits as of the last day to add a class will be billed for those additional credits whether or not the student drops below 19 credits at a future time during the semester. The withdrawal will have no bearing on the financial obligation.

A student who wishes to drop a course should discuss this with his advisor. The last date for dropping a course will be November 15 during the fall semester and April 15 during the spring semester. No courses may be dropped after that date.

## Advanced Placement

Advanced placement and college credit may be granted to entering students who perform satisfactorily on the College Board Advanced Placement Examinations, or the Achievement Test of the College Entrance Examination Board or the College Level Examination Program, or other proficiency tests as may be allowed by the Dean of Academic Affairs of the College and the chairman of the department in which advanced placement is sought. Likewise, any student who has matriculated and by virtue of previous experience, training, and background believes that he has sufficient knowledge to pass a course by examination shall, upon petition to the appropriate department chairman, be given a suitable examination for the course desired.

The following regulations apply to students who earn credit and/or advanced standing.

1. The department chairman or the student may initiate procedures resulting in credit or advanced standing for a course.
2. College credit will be granted to entering freshmen who earn scores of 3, 4, or 5 on the individual subject tests of the College Board Advanced Placement Examinations.
3. Credit will be granted for a score of 50 or more on the objective portion of the single subject examination of the College Level Examination Program Test. Up to thirty (30) credit hours may be granted for satisfactory scores on the General Examination of the College Level Examination Program. No more than six (6) credits shall be granted for any one of the five tests in the battery. To obtain credit the student must score above the 40th percentile in each test.
4. Courses for which credit and/or advanced placement has been granted will be noted on the permanent record and will represent credit for, or a waiver of, a specific course<sup>1</sup> whichever is appropriate.
5. The maximum number of credits which any one person may earn by advanced placement and/or credit by examination is 60.
6. The granting of advanced standing only will not affect the total credits necessary for graduation.
7. The department chairman and Dean of Academic Affairs will determine what is a satisfactory score on performance tests used by the College other than the College Board Advanced Placement Examination and College Level Examination Program.

## Credit by Examination:

1. All applications for examination should be made in writing to the appropriate department chairman.
2. A student may not challenge any course required for graduation during the last semester. Any exception must be approved by the Dean of Academic Affairs.

3. Credit earned in a course taken by examination, 2 level (C) work or better, shall be recorded together with quality points on the permanent record.
4. The maximum number of credits which any one person may earn by credit by examination and/or advanced placement is 60.
5. Examinations shall be prepared at the direction of the Dean of Academic Affairs in conjunction with the department chairman or appropriate instructor or instructors and are normally not less than three hours in length.

## Independent Study

The Independent Study Program affords an opportunity for the student who wishes to undertake a well defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process. A student who wishes to elect an independent study course and who meets the requirements is instructed to complete, with his faculty sponsor, an application form that describes precisely the nature of the project.

## Internships

A number of academic departments have developed a variety of off-campus internship programs. These programs permit students to spend approximately ten hours per week as an employee/volunteer in a company, social service center, or law enforcement agency. Time is spent on campus analyzing, sharing and relating the practical to the theoretical. A faculty member from the appropriate department supervises the student involved in each internship.

Internships are available to students who have earned 60 or more undergraduate credits and accumulated a 2.5 grade point average. Approval from the department chairman and the Dean of Academic Affairs must also be obtained.





### **Normal Credit Load**

While the regular full tuition permits a student to carry up to 18 credit hours each semester, most students will carry a 15 hour load plus physical education.

### **Overload**

Certain students may wish to carry more than 18 credits during a particular semester. This should be discussed with the academic advisor and requires approval from the Dean of Academic Affairs. There is an additional fee for each credit beyond 18. This fee applies for any academic credits, such as laboratories and physical education.

Anyone who is enrolled for more than 18 credits as of the last day to add a class will be billed for those additional credits whether or not the student drops below 19 credits at a future time during the semester. The withdrawal will have no bearing on the financial obligation.

### **Registration**

All students will be notified when to come to the College to register for their classes. This is usually a two-day period immediately preceding the beginning of classes and represents a time when students complete schedules, pay necessary fees, purchase textbooks and prepare to attend formal classes.

The registration period is not a time for guidance and counseling in depth. Students are urged to see their academic advisor or the Director of Academic Advising during the semester or summer prior to the registration period. In this way they can work out programs of study to insure that graduation requirements will be met and that they are making normal progress toward degrees.

Evening Session registration is held according to a schedule developed by the Dean of Academic Affairs. At that time, the student may select his course with competent assistance by a faculty advisor.

### **Pass-Fail**

York College students may take designated courses on a pass-fail basis. Those courses which are offered with this as a possibility will be indicated in the course booklet which is prepared each semester. Students might take up to two courses per academic year with a maximum of eight such courses in a student's undergraduate program. Students may not take courses which are required in their major field on a pass-fail basis.

## **ARMY RESERVE OFFICERS TRAINING CORPS PROGRAM (ROTC)**

Both male and female students may enroll in the Army ROTC program. Military Science (ROTC) is taught on campus through a cross-enrollment agreement with Gettysburg College, the ROTC host institution. Successful completion of the program qualifies the student for commission as a Second Lieutenant in the United States Army.

Most students opt to participate in the 4-year ROTC program, comprised of a Basic Course (freshman and sophomore years) and an Advanced Course (junior and senior years). No obligation is incurred by Basic Course enrollment. The best qualified applicants are accepted into the Advanced Course. Such students agree to complete the ROTC program, attend a 6-week ROTC Advanced Camp, normally between the junior and senior year, accept a commission in the Army, and complete an active service tour, after graduation, of either 3 to 6 months or 2 years, depending on Army needs and individual preferences. Advanced Course cadets receive a subsistence allowance of \$100 per school month plus a salary for Advanced Camp attendance.

Students may also join the Corps through the 2-year program by attending a salaried 6-week ROTC Basic Camp, thus qualifying for Advanced Course entry. Individuals with prior military or Junior ROTC experience may be allowed direct entry into the Advanced Course, contingent upon the quality of their academic and service records.

Academic credits, valid toward graduation requirements in the electives area, accrue from successful completion of each Military Science course (pages 157, 158, 159.)

## **GRADES AND GRADING**

### **Absence from Examinations**

Students are expected to have completed all examinations offered in each course. A fee of \$5.00 may be charged for each examination to make up grades if Incomplete and for examinations given outside the final examination schedule.

If a student misses an examination, it is his responsibility to arrange with his instructor for the make-up.

### **Academic Dishonesty**

Academic dishonesty will not be tolerated. In those cases where individual faculty members observe academic dishonesty, the student involved will receive a grade of "F" or "0" in the course and a brief written report will be forwarded to the Academic Dean through the Chairman for inclusion in a special file to be kept in the Dean's office. A copy of this report along with a statement of the consequences of this behavior will be sent to the student concerned. In those cases where a student receives a second dishonesty report, the student will, under normal circumstances, be suspended from the College. The Dean shall inform the Academic Standards Committee of any such action. The student may appeal such a suspension through the normal appeals procedure.

### **Academic Standards Committee**

The Academic Standards Committee of the College is responsible for making recommendations regarding matters of an academic nature, including criteria for admission, probation and suspension of students, and a review of cases which cannot

be properly handled by fixed rules. The committee may make recommendations concerning disciplinary action when academic matters are involved, if requested to do so by the Dean of Academic Affairs.

## Auditors

Students or members of the community who wish to audit a class will be accommodated after full-time students have enrolled for the various classes by paying a nominal fee, as shown in the Tuition and Fees section. The regulations affecting auditors are these: no attendance is taken; no assignments are made or papers corrected; no examinations are taken, and no credits are given.

Changes from credit to audit or vice versa are not permitted after the third class session.

## Grading System

The grading system at York College has a range of 4.0 to 0 grouped as follows:

Grade	Description
4	Excellent
3	Good
2	Average
1	Passing (minimum)
0	Failing Course
I	Incomplete (see "Incomplete Work" concerning eligibility and deadline.)
P-F	Designated courses will receive the grade of "P" or "F". Credit hours in a course receiving a "P" (Passed) will be noted under credits passed and will count toward graduation. These courses will not carry Quality Points.
Au	Audit No credit
W	Withdrew from course or college prior to November 15 during the fall semester and April 15 during the spring semester.

## The Grade Point<sup>3</sup> Average

The grade point average is computed by multiplying the hours of credits in a course by the grade earned for all courses completed and dividing the total number of points by the total number of credit hours completed.

Example: A student carrying 15 credit hours and receiving for his first term's work the following grades would have a quality point average of 2.0. The third subject (0 grade) would have to be repeated to get credit for that subject.

	Credits		Grade		Q.P.
1st subject	3	×	1	=	3
2nd subject	3	×	4	=	12
3rd subject	3	×	0	=	0
4th subject	3	×	2	=	6
5th subject	<u>3</u>	×	3	=	<u>9</u>
	15				30
Grade Point Average      30    ÷    15    =    2.0					

## Honors

At the end of each semester, the Dean of Academic Affairs will publish a list of students carrying at least twelve academic credit hours exclusive of Physical Education whose semester grades average 3.5 or better.

The student will be eligible for graduation honors based upon his academic college record (this would include the previous record of transfer students). The transfer student would be eligible, but must have completed a minimum of 60 credit hours of academic work at York College. The honors will be awarded on the basis of the cumulative grade point average of all college work, through seven semesters.

1. Summa Cum Laude—Graduates attaining a 3.9 or higher
2. Magna Cum Laude—Graduates attaining a 3.6 or higher
3. Cum Laude—Graduates attaining a 3.3 or higher.

## Incomplete Work

A student may receive an "incomplete" for a course when illness, family tragedy or similar difficulty makes it impossible for him to complete the requirements of the course. A written request for an "Incomplete" must be submitted through the instructor to the department chairman prior to the end of the course. This work must be completed within two calendar months from the time the incomplete grade was given or the student will automatically receive a grade of 0.

The student has the responsibility to contact the professor and make arrangements to complete the work. On rare occasions the deadline may be extended but only if prior permission has been granted through the Dean of Academic Affairs.

## Probation and Suspension

A student's academic work will be considered unsatisfactory whenever his cumulative quality point average falls below 2.00. The academic records of all such students will be examined by the Dean of Academic Affairs at the conclusion of each semester to determine whether students in academic difficulty should be allowed to continue on a probationary basis or be suspended from full time study for the subsequent semester. Students who are suspended for academic reasons and who desire to submit extenuating circumstances for consideration, may appeal in writing to the Academic Standards Committee for their recommendation. The following criteria are suggested as guidelines for the Dean of Academic Affairs' action:

1. A first semester student (12-23 hours carried) whose cumulative average is below 1.6 will be placed on academic probation.
2. A second semester student (24-35 hours carried) whose cumulative average is below 1.7 will be placed on probation or may be suspended if previously on probation.
3. A third semester student (36-47 hours carried) whose cumulative average is below 1.85 will be placed on probation or may be suspended if previously on probation.
4. A student with 48 hours carried or more will be placed on probation if he fails to obtain a cumulative average of 2.0 and may be subject to suspension if previously on probation.
5. Any student whose cumulative average falls below 1.2 may be suspended.

Students continued on probation shall not take more than 13 credit hours

per semester without special permission both from their advisors and the Academic Dean.

## **Reinstatement**

Students suspended for academic reasons who desire readmission should petition the Admissions Office for conditions under which they may be readmitted.

## **Transfer**

Any student who has been admitted to York College by transfer of college credits from any other collegiate institution while on probation or academic suspension will be subject to the same standards for scholarship stated in the previous section on Probation and Suspension.

Students desiring to pursue summer work at another institution must secure written permission from the Dean of Academic Affairs prior to beginning the work in order to have the credits transferred back to York College. Also see "Courses Taken at Other Institutions."

## **Notice of Unsatisfactory Work**

Not later than the middle of the semester, each student who is doing unsatisfactory work in any course may receive a written notice to that effect and a copy sent to his parents. Unsatisfactory work is defined as that which warrants a grade of less than "2". He should then report to his instructor and advisor for guidance in improving his work.

Any student who is at least 21 years of age, married, self-supporting, or a veteran may request that warning grades not be sent to his parents.

## **Withdrawal from Classes**

The last date for dropping a course will be November 15 during the fall semester and April 15 during the spring semester. No courses may be dropped after that date.

## **Withdrawal from College**

To sever his connections with the college before the end of the semester, a student must apply for withdrawal in the office of the Dean of Student Affairs. A student who ceases attending classes without completing his formal withdrawal receives grades of "0" in all courses for which he is registered, and he remains responsible for any financial obligations he has contracted.

When a student withdraws before the end of the term, or is suspended or expelled, no refund will be made.

Part-time students please note that withdrawal during or after the first class meeting will not eliminate the obligation to pay any remaining balance nor qualify for a refund.

# Programs of Study

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Elementary Education / Secondary Education / Business Education

Engineering Management / English / Government / Public Administration

Health Record Administration / History / Humanities

International Studies / Management / Marketing

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Accounting / Art / Biology / Chemistry / Criminal Justice / Economics

Engineering / General Studies / Language / Management / Marketing

Mathematics / Music / Philosophy / Physics

Political Science / Radio-Television / Real

Estate / Respiratory Therapy / Retailing / Secretarial (Executive,

Medical, Legal, or Administrative Support)

## ACADEMIC MAJORS

### Leading to the Master's Degree

Master of Business Administration

Master of Science in Education – in affiliation with the University of Pennsylvania

Master of Science in Human Organization Science (Criminal Justice

Administration) – in affiliation with Villanova University

*Please consult respective department chairman for details*

### Leading to the Baccalaureate Degree

Accounting

Art

Behavioral Sciences

Biology

Criminal Justice:

Law Enforcement

Corrections

Elementary Education

Engineering Management

English

Government/Public Administration

Health Records Administration

History

Humanities

International Studies

Management

Marketing

Medical Technology

Music

Nursing

Psychology

Recreation (Therapeutic/Community)

Secondary Education

Social Studies

Business Education

Accounting – Marketing

Secretarial – Typewriting

English – Communications

Sociology

Speech

### Leading to the Associate Degree

Accounting

Art

Biology

Chemistry

Criminal Justice:

Law Enforcement

Criminalistics

Corrections

Economics

Engineering

General Studies

Language

Management

Marketing

Mathematics

Music

Philosophy

Physics

Political Science

Radio-Television

Real Estate

Respiratory Therapy

Retailing

Secretarial (Executive)

Secretarial (Medical)

Secretarial (Legal)

Secretarial (Administrative Support)

The program at York College is organized for academic and administrative purposes into the following nine departments: Behavioral Sciences, Biological Sciences, Business Administration, Education, English and Speech, History and International Studies, Humanities and Fine Arts, Nursing, and Physical Sciences.

The Graduate School makes up a separate college division.

## ACADEMIC MINORS

The academic departments have developed a number of programs leading to an academic minor. Such a minor, when completed, will be designated on the student's permanent record. A minor consisting of 15 to 21 credit hours may be obtained in the areas listed below. Details should be obtained from the Department Chairman or an Academic Advisor.

Accounting	Marketing
American History	Mathematics
Art	Music
Banking and Finance	Philosophy
Biology	Physics
Chemistry	Psychology
English	Public Administration
Gerontology	Retailing
Government	Secretarial Studies
Criminalistics	Sociology
Languages	Speech
Management	Theatre
	World History

## THE BACCALAUREATE DEGREE

### General Requirements

General requirements and recommended curricula for each of the degree programs are shown on the following pages. Students should meet with their faculty advisers as soon as possible after entering College in order to plan a program that will meet the general graduation requirements, specific requirements for their major and to select appropriate electives. Some modifications of the general requirements apply to programs that include advanced placement and those designed for special purposes such as professional certification.

### Graduation Requirements

At the beginning of the semester in which the student hopes to complete all degree requirements it is necessary to submit an application for the degree. This application should be obtained from and returned to the Records Office during the first six weeks of the semester.

Students who meet the following requirements for graduation will be eligible to receive the Bachelor of Arts or the Bachelor of Science Degree, depending upon the curriculum completed:

1. Have successfully completed at least 120 credit hours (plus 4 Physical Education credits). The last 30 of these must be earned at York College.
2. Have a cumulative quality point index of at least 2.0.
3. Have a satisfactory record of behavior.
4. Have earned a 2.0 or better in designated courses as specified by the department for a given major.

## 5. Have satisfied curriculum requirements as follows:

<i>A. General Requirements</i>		<i>Semester Courses</i>
(1) Communication Skills		3
English Composition		(2)
Speech		(1)
(2) Mathematics		2
(3) Laboratory Science		2
(4) Humanities, Behavioral and Social Sciences:		7
Minimum three semester courses chosen		
from at least 2 subjects in each area:		
Behavioral and		
Social Sciences:	Humanities: *	
Anthropology	Art	
Psychology	Literature	
Sociology	Music	
Economics	Philosophy	
Geography	Religion	
History	Theatre Arts	
Political Science		

\*A maximum of 3 credits in the performance, skill, or studio courses may count toward fulfilling the humanities requirement.

- (5) Foreign Culture 4  
 May be fulfilled by a total of twelve semester hours in any combination of foreign language, intercultural studies, Western Civilization (H121, H122) and certain advanced history courses.\* Successful completion of the second year of a foreign language satisfies this requirement.
- (6) American Civilization 1  
 Required of all students.

B. The remaining credits to complete the program will be selected by the student in his major area of study and as elective courses with the advice and consent of the chairman of his major department.

C. Four physical education credits. Physical Education skills courses may not be counted as part of the minimum 120 credit hours required for a baccalaureate degree.

## The Freshman Year

Most students enrolled in a baccalaureate degree program will take essentially the same courses during the first year. These subjects have been carefully chosen to provide a general educational background appropriate for continued progress in their sophomore, junior and senior years. See detailed programs on following pages for guidance in specific areas. These are tentative programs.

\*History of Latin America (H227, H228); History of the U.S.S.R. (H330); Medieval Civilization (H225); Renaissance and Reformation (H226); European Intellectual History (H411); and American-East Asian Relations (H250). However, history courses applied as Foreign Culture may not then be used to fulfill Behavioral and Social Sciences requirements set forth in 5.A. (4) above.



## BACCALAUREATE DEGREES

(Listed alphabetically)

### ACCOUNTING

#### Bachelor of Science Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
American Civilization	3	Elementary Accounting	6
English Composition	6	Foreign Culture	6
Foreign Culture	6	Statistics	3
Mathematics (excluding S152)	6	Physical Education	2
Physical Education	2	Principles of Economics	6
Behavioral & Social		Laboratory Science	6-8
Sciences Electives	6	Principles of Management	3
Humanities Elective	3		
	<u>32</u>		<u>32-34</u>
 <i>Junior Year</i>	 <i>Credits</i>	 <i>Senior Year</i>	 <i>Credits</i>
Accounting Electives	3	Advanced Accounting	3
Business Law	6	Business Electives	6
Humanities Elective	3	Communications and Report	
Speech	3	Writing	3
Intermediate Accounting	6	Management Seminar	3
Data Processing	3	Electives	9
Cost Accounting	3	Humanities Elective	3
Quantitative Elective	3	Accounting Elective	3
	<u>30</u>		<u>30</u>

## ART

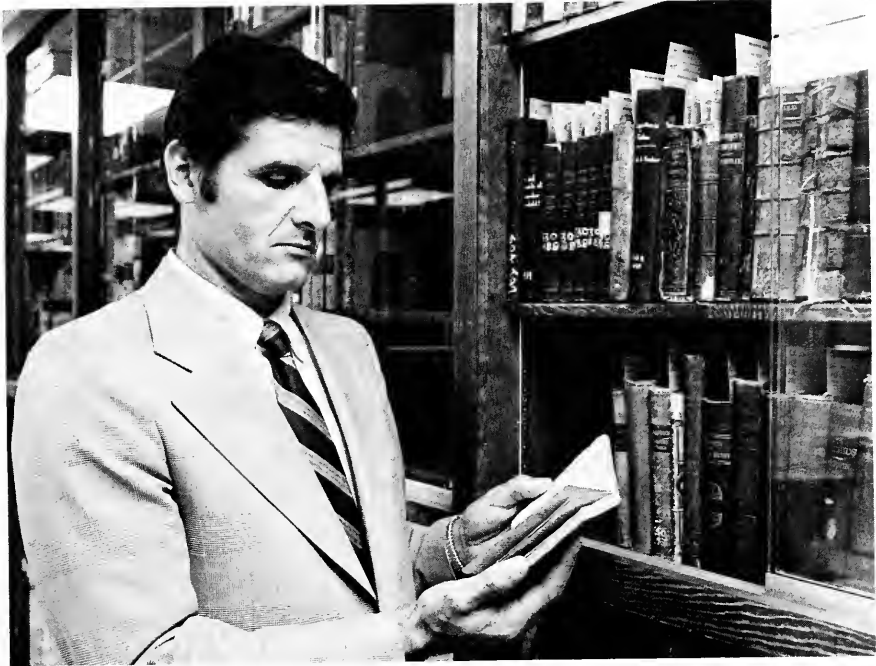
### Bachelor of Arts Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Behavioral and Social Sciences Electives	6
Behavioral and Social Sciences Electives	6	Foreign Culture	6
Mathematics	6	Design I and II	3
Drawing I and II	6	Speech	3
Art Appreciation	3	Humanities Elective	3
Music Appreciation	3	History of Art I and II	6
Physical Education	2	Physical Education	2
	<u>32</u>		<u>32</u>
 <i>Junior Year</i>	 <i>Credits</i>	 <i>Senior Year</i>	 <i>Credits</i>
Foreign Culture	6	American Art	3
Laboratory Science	8	Humanities Electives	6
Sculpture I and II	6	Art Electives	12
Painting I and II	6	Electives	9
History of Art III	3	American Civilization	3
Composition or Commercial Art	3		
	<u>32</u>		<u>33</u>

Students majoring in Art must complete 15 credits in Appreciation and History as follows: A101, A203, A205, A301, A405, and 27 credits in studio courses as follows: A107, A108, A109, A207, A208, A216, A219, A317, A318.

Art majors must have 12 credits in elective art courses, which must include either: Drawing III and IV, Sculpture III and IV, or Painting III and IV.





## BEHAVIORAL SCIENCE MAJORS

### Bachelor of Science Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Anthropology	3
Mathematics	6	Principles of Biology	8
Psychology-Sociology	6	Foreign Culture	6
Foreign Culture	6	Humanities or Social Sciences Electives	6
Humanities or Social Science Electives	6	Statistics	3
Physical Education	2	Behavioral Science Elective	3
		Physical Education Elective	2
			3
	<u>32</u>		<u>34</u>
 <i>Junior Year</i>	 <i>Credits</i>	 <i>Senior Year</i>	 <i>Credits</i>
Experimental Psychology	3	Behavioral Science Electives	12
Data Processing	3	Behavioral Science Seminar	3
Behavioral Science Electives	9	Electives	12
Speech	3	American Civilization	3
Electives	12		
	<u>30</u>		<u>30</u>

## BIOLOGY

### Bachelor of Science Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Biology Electives*	8
General Chemistry	8	Organic Chemistry	8
Principles of Biology-Zoology	8	Statistics and General Elective or General Physics	8
College Mathematics or General Physics	8	Behavioral Science or Humanities Electives	9
Physical Education	2		<u>33</u>
	<u>32</u>		
<i>Junior Year</i>	<i>Credits</i>	<i>Senior Year</i>	<i>Credits</i>
Foreign Culture	6	Foreign Culture	6
Behavioral and Social Sciences or Humanities Electives	6	Biology Electives*	4
Biology Electives*	12	Area Elective	3
American Civilization	3	General Electives	13
Speech	3	Behavioral and Social Sciences or Humanities Elective	6
Physical Education	2		<u>32</u>
	<u>32</u>		

All Majors are required to successfully complete College Math, General Physics, General Chemistry, Organic Chemistry and Statistics; or the equivalent. (Equivalence is based upon a departmental decision and/or standard tests.)

\*A biology major must complete 31 hours in biology, to include 23 hours of core courses (Principles of Biology, Zoology, Botany, Genetics, Terrestrial or Aquatic Ecology, and Seminar in Biology) and 12 hours of electives. The latter should be determined in conference with Academic Advisors.

## CRIMINAL JUSTICE

### Bachelor of Science Degree – Law Enforcement Concentration

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Principles of Criminal Law	3
Introduction to Sociology	3	Laboratory Science	6-8
Introduction to Criminal Justice System	3	American Government	3
Mathematics	6	Criminal Investigation	3
Physical Education	2	Foreign Culture	6
General Psychology	3	Physical Education	2
Electives	9	Introduction to Speech	3
		Criminalistics	3
		Police Organization and Administration	3
	<u>32</u>		<u>32-34</u>

<i>Junior Year</i>	<i>Credits</i>	<i>Senior Year</i>	<i>Credits</i>
Criminology	3	Humanities Electives	6
Police and Community Relations	3	Communication and	
Foreign Culture	6	Report Writing	3
Humanities Elective	3	Seminar in Selected Law	
State and Local Government	3	Enforcement Problems	3
Law of Crime and Corrections	3	Correctional Approaches to	
Electives	6	Crime and Delinquency	
American Civilization	3	or Role of Police in Crime	
		and Delinquency	3
		Electives	15
	<u>30</u>		<u>30</u>

**CRIMINAL JUSTICE****Bachelor of Science Degree – Corrections Concentration**

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Juvenile Delinquency	3
Introduction to Sociology	3	Communication and	
Mathematics	6	Report Writing	3
General Psychology	3	Speech	3
Laboratory Science	6-8	Humanities Elective	9-12
Introduction to Criminal		Foreign Culture	6
Justice System	3	American Government	3
Physical Education	2	Physical Education	2
	<u>29-31</u>		<u>29-32</u>
<i>Junior Year</i>	<i>Credits</i>	<i>Senior Year</i>	<i>Credits</i>
Criminology	3	Correctional Approaches	3
Community Corrections	3	Law of Corrections	3
Human Relations Techniques	3	Behavioral Science	
State and Local Government	3	Electives	12
Foreign Culture	6	Police Science Electives	6
Social Science Electives	3-6	Free Electives	6
Behavioral Science Electives	3	American Civilization	3
Free Electives	6		
	<u>30-33</u>		<u>33</u>

**EDUCATION – ELEMENTARY****Bachelor of Science Degree**

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Field Natural History	3
Western Civilization	6	Educational Psychology	3
Finite Mathematics	3	Child Psychology	3
Foundations of Number		Elementary Curriculum I	3
Systems	3	Developmental Reading	3
General Psychology	3	Diagnostic & Remedial	
Intro. to Sociology	3	Reading	3
Intro. to American Ed.	3	World Geography	3
Foreign Culture Elective	3	Introduction to Speech	3
Physical Education	2	Electives	5
		Physical Education	2
	<u>32</u>		<u>31</u>

<i>Junior Year</i>	<i>Credits</i>	<i>Senior Year†</i>	<i>Credits</i>
Elementary Curriculum II-III	6	Humanities	3
Physical Science	3	Area of Concentration	3
American Civilization	3	Electives	9
Foreign Culture	3		
Area of Concentration*	9		<u>15</u>
Art Education for		THE PROFESSIONAL SEMESTER	
Elementary Teachers	3	Instructional Media	2
Music in the Elementary		Professional Orientation &	
School	<u>3</u>	School Law	2
	30	Educational Evaluation	2
		Senior Education Seminar	2
		Student Teaching	8
			<u>16</u>
			31

†Senior semesters are interchangeable.

\*Elementary Education majors elect one concentration area from the following options:

*Art:* A107, A207, A401, A402 and a studio art elective.

*Language Arts:* E205 or E216; E320 or E256; E254 or E311; E315 or E271 or E310.

*Mathematics:* S171-172 and two of the following four: S373, S374, S375, S376.

*Music:* MU371, MU372 and 8 additional credits in music.

*Reading:* EE407, EE408, EE409, EE410.

*Science:* Any 12 credits in Science drawn from Biology, Chemistry, Physics or Physical Science.

*Social Studies:* PS241 or PS301; M221 or M222; B203 or B205 or B286; G341 or G345 or G250.

## EDUCATION – SECONDARY

The student seeking certification in Secondary Education must major in Communications, Business Education or Social Studies.

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Introduction to Speech	3
Western Civilization**	6	Introduction to American	
Mathematics	6	Education	3
General Psychology	3	Educational Psychology	3
Introduction to Sociology	3	Laboratory Science Electives	6-8
Foreign Culture Electives**	6	Free Electives	3-5
Physical Education	2	Area Specialization*	9
		Physical Education	2
	<u>32</u>		<u>31</u>

<i>Junior Year</i>	<i>Credits</i>
Secondary School Curriculum	3
Secondary Teaching Skills	3
Area Specialization*	21
American Civilization	<u>3</u>
	30

Senior Year†		THE PROFESSIONAL SEMESTER	
Area Specialization*	3	Instructional Media	2
Humanities Electives	9	Professional Orientation	
Electives	3	& School Law	2
		Educational Evaluation	2
	<u>15</u>	Senior Education Seminar	2
		Student Teaching	8
			<u>16</u>
			<u>31</u>

†Senior semesters are interchangeable.

\*\*Social Studies majors must take 4 Intercultural Studies courses.

\*Area Specialization courses required as follows:

*Communications:*

21 credit hours in required courses:

- Linguistics
- Oral Interpretation or Group Discussion
- Shakespeare
- The Short Story
- Theatre Arts or Modern Drama
- Teaching English in Secondary Schools
- An additional writing course

12 credit hours from one of the following areas of specialization:

	<i>Literature</i> (4 courses)	<i>Speech</i> (any 4)	
Any 2 {	Masterpieces of American Literature	Oral Interpretation	
	English Literature	or Group Discussion	
	European Literature	Voice and Diction	
	Any 2 other literature courses	Advanced Public Speaking	
		Introduction to Radio/TV	
	<i>Writing</i> (any 4)	Introduction to Film	
		Mass Media	
	Advanced Composition	Rhetorical Theory	
	History of the English Language	Speech Laboratory	} 4 credits maximum
	Communication and Report Writing	Dramatic Arts	
	Creative Writing	Laboratory	
	Journalism	Theatre Arts Workshop	
	Radio/TV Writing	(summer)	

*Social Studies:*

- History of American Civilization I and II
- American Government
- State and Local Government
- Introduction to Anthropology or Cultural Anthropology
- American Social Problems
- Introduction to Geography
- Principles of Economics (Micro and Macro)
- Teaching Social Studies in the Secondary School



### BUSINESS EDUCATION Bachelor of Science Degree

#### Secretarial, Accounting, Marketing and Typing Concentrations<sup>1</sup>

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Humanities Elective	3
Mathematics (include Math of Bus.)	6	<sup>3</sup> Intermediate Accounting	3
Introduction to Business	3	Laboratory Science	6-8
Elementary Accounting	6	Principles of Marketing	3
Typing	5	Intro. to American Education	3
<sup>2</sup> Shorthand	6	<sup>3</sup> Accounting Elective	3
Physical Education	2	Data Processing	3
General Psychology	3	Foreign Culture	6
		Secretarial Procedures	3
		Physical Education	2
<i>Junior Year</i>	<i>Credits</i>	<i>Senior Year</i>	<i>Credits</i>
Speech	3	Communications & Report Writing	3
Educational Psychology	3	Humanities Electives	6
Economics	6	Teaching Business Subjects	3
Business Law	3	<sup>4</sup> Marketing Elective	3
<sup>2</sup> Office Simulations	5	Professional Semester	16
Foreign Culture	6		
<sup>4</sup> Salesmanship	3		
Principles of Business Education	3		
Business Machines	1		
American Civilization	3		

<sup>1</sup>Bus. Ed. majors will elect Typing and any one or more of these concentrations

<sup>2</sup>Required only of those students majoring in the secretarial field

<sup>3</sup>Required only of the accounting major

<sup>4</sup>Required only of the marketing major

## ENGINEERING MANAGEMENT

### Bachelor of Science Degree

The Engineering Management Program has been designed for those students who wish to pursue a career in management with companies involved in technical production.

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
American Civilization	3	Principles of Economics	6
Principles of Management	3	Elementary Accounting	6
English Composition	6	Foreign Culture/Language	6
Foreign Culture/Language	6	Physics	8
Analytic Geometry		Analytic Geometry	
& Calculus	8	& Calculus	4
Engineering Drawing	2	Physical Education	2
Physical Education	2		
	<u>30</u>		<u>32</u>

<i>Junior Year</i>	<i>Credits</i>	<i>Senior Year</i>	<i>Credits</i>
Chemistry	8	Business Electives	6
Business Law	6	Management Seminar	3
Speech	3	Engineering Electives	6-8
Statistics	3	Humanities Elective	3
Physics	4	Social Science Electives	6
Descriptive Geometry	2	Communications and	
Humanities Elective	6	Report Writing	3
	<u>32</u>	Free Elective	3
			<u>30-32</u>



## ENGLISH

### Bachelor of Arts Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Literature Elective†	6
Foreign Culture*	6	Humanities Electives**	3
Humanities Electives**	6	Introduction to Speech	3
Mathematics	6	Foreign Culture*	6
Behavioral and Social Sciences Electives	6	Behavioral and Social Sciences Elective	3
Physical Education	2	Laboratory Science	6-8
		Advanced Composition	3
		Physical Education	2
	<hr/> 32		<hr/> 32-34
 <i>Junior Year</i>	 <i>Credits</i>	 <i>Senior Year</i>	 <i>Credits</i>
Humanities or Behavioral and Social Sciences Elective	3	English Seminar	3
Literature Elective†	9	Literature Elective†	9
Advanced Speech Communication course	3	Free Electives	13-15
History of the English Language	3	American Civilization	3
Free Electives	<hr/> 12		
	30		<hr/> 28-30

\*Students must obtain at least two semesters' credit in a single foreign language.

\*\*Humanities electives must be taken outside the English and Speech Department and must include a course in philosophy.

†Literature electives must eventually include:

American Literary Masterpieces	Shakespeare
English Literature	Four additional literature courses
European Literary Masterpieces	

A B.A. degree in English with a writing option is available. See your advisor for information.



**GOVERNMENT/PUBLIC ADMINISTRATION**  
**Bachelor of Arts Degree**  
**Government Concentration**

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Laboratory Science	6-8
Mathematics	6-8	Introduction to Speech	3
Foreign Culture/Language	6	Foreign Culture/Language	6
Introduction to Sociology	3	American Government	3
General Psychology	3	State & Local Government	3
American Civilization I & II	6	Principles of Economics I & II	6
Physical Education	2	Humanities Electives	3
		Physical Education	2
	<u>32-34</u>		<u>32-34</u>
<i>Junior Year</i>	<i>Credits</i>	<i>Senior Year</i>	<i>Credits</i>
Comparative Government	3	Foreign Governments*	6
International Relations	3	International Economics	3
Geography- World & Urban	6	Political Theory	3
Statistics & Data Processing	6	American Foreign Policy	3
Humanities	6	Free Electives	6
Free Electives	6	Parties, Campaigns & Elections	<u>3</u>
	<u>30</u>		<u>30</u>

**GOVERNMENT/PUBLIC ADMINISTRATION**  
**Bachelor of Arts Degree**  
**Public Administration Concentration**

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Laboratory Science	6-8
Mathematics	6-8	Introduction to Speech	3
Foreign Culture/Language	6	Foreign Culture/Language	6
Introduction to Sociology	3	American Government	3
General Psychology	3	State & Local Government	3
American Civilization I & II	6	Principles of Economics I & II	6
Physical Education	2	Humanities Electives	3
		Physical Education	2
	<u>32-34</u>		<u>32-34</u>
<i>Junior Year</i>	<i>Credits</i>	<i>Senior Year</i>	<i>Credits</i>
Introduction to Public Administration	3	Principles of Management	3
Comparative Government	3	Readings in Public Administration	3
Statistics	3	Public Finance	3
Urban Geography	3	Data Processing	3
Politics of Public Policy	3	Decision Making in the Public Sector	3
Humanities Electives	6	Free Electives	9-12
Free Electives	9-12	Internship	<u>6</u>
	<u>30-33</u>		<u>30-33</u>

\*see Political Science Listings

### HEALTH RECORDS ADMINISTRATION Bachelor of Science Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Anatomy and Physiology*	8
Principles of Biology*	4	Foreign Culture/Language	6
Mathematics	6	Speech	3
Foreign Culture/Language	6	Intro. to Sociology*	3
Humanities Elective	6	Communication & Report Writing*	3
General Psychology*	3	Social/Behavioral Science Elective	3
Orientation to Health Record Administration*	1	Humanities Elective	3
Physical Education	1	Physical Education	2
	<u>33</u>		<u>31</u>
<i>Junior Year</i>	<i>Credits</i>	<i>Senior Year</i>	<i>Credits</i>
American Civilization	3	Health Classifications, Indexes, Registers	3
Principles of Management*	3	Quality Assurance in Health Care	2
Statistics*	3	Fundamentals of Medical Science	6
Microbiology*	4	Health Record Management	4
Intro. to Data Processing*	3	Health Statistics and Research	3
Org. & Adm. of Health Care Facilities	3	Health Records in Special Health Care Facilities	1
Social/Behavioral Science Elective	3	Systems Analysis	1
Personnel Relations*	3	Health Information Systems	3
Health Record Science	3	Directed Practice II, III†	3
Medical Terminology	3	Legal Concepts for the Health Field	3
Directed Practice I†	1	Health Record Management Affiliation†	1
Physical Education	1	Health Record Administration Seminar	2
	<u>33</u>		<u>32</u>

†Directed Practice consists of approximately 440 hours of on-site clinical experience at various health care institutions. During Management Affiliation of the senior year, each student goes on a 4-5 week full-time affiliation at a health care institution outside the York area. Students are responsible for their own transportation during Directed Practice and Management Affiliation assignments.

\*Supporting Courses

## HISTORY

### Bachelor of Arts Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	American Civilization I & II	6
Western Civilization I & II	6	Foreign Culture	6
Foreign Culture*	6	Humanities Electives	6
Mathematics	6	Social or Behavioral Sciences Electives**	6
Social or Behavioral Sciences Electives**	6	Laboratory Science	6-8
Physical Education	2	Physical Education	2
	<u>32</u>		<u>32-34</u>
 <i>Junior Year</i>	 <i>Credits</i>	 <i>Senior Year</i>	 <i>Credits</i>
History Electives	12	History Electives	9
Social or Behavioral Sciences Electives**	3	Seminar in History	3
Humanities Electives	6	Humanities Elective	3
Speech	3	Free Electives	15
Free Electives	6		
	<u>30</u>		<u>30</u>

\*Students who plan to continue into graduate school are strongly urged to take at least two years (12 hours) of a foreign language.

\*\*Other than history.

## HUMANITIES

### Bachelor of Arts Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Speech	3
American Civilization	6	Sociology-Psychology	6
Intro. to Art Appreciation	3	Literature Electives	6
Music Appreciation	3	History Elective	3
Mathematics	6	Laboratory Science	6
Foreign Language	6	Foreign Language	6
Physical Education	2	Physical Education	2
	<u>32</u>		<u>32</u>
 <i>Junior Year</i>	 <i>Credits</i>	 <i>Senior Year</i>	 <i>Credits</i>
Philosophy	6	Economics	3
Political Science	3	Philosophy Elective	3
Geography	3	Theatre Arts	3
Art History Elective	3	History	3
Living Religions	3	Literature Elective	3
Music Elective	3	Introduction to Indo-European Languages and Folklore	3
Literature Elective	3	Electives	12
Foreign Language	3		
Theatre Arts	3		
	<u>30</u>		<u>30</u>

## INTERNATIONAL STUDIES

### Bachelor of Arts Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Speech	3
Western Civilization I & II	6	Foreign Language	6
Intercultural Studies (Intro.)	3	American Civilization I & II	6
Mathematics	6	Laboratory Science	6-8
Principles of Economics	6	Free Electives*	9
Humanities Elective	3	Physical Education	2
Physical Education	2		
	<u>32</u>		<u>32-34</u>
<i>Junior Year</i>	<i>Credits</i>	<i>Senior Year</i>	<i>Credits</i>
Foreign Language	6	Intercultural Studies	
Intercultural Studies (Intro.)	3	(Foreign Government)†	6
Humanities Electives	6	World Geography	3
American Government	3	Comparative Government	3
International Relations or		International Economics	3
American Diplomatic History	3	International Relations or	
Behavioral and Social Sciences		American Diplomatic History	3
Electives*	6	Free Electives*	12
Free Elective	3		
	<u>30</u>		<u>30</u>

\*With their elective hours students are urged to pursue one of the following career preparation options:

- Option 1: Economics – S265, M203-M204, M241, M332 and courses in Marketing. This option is appropriate both to careers in international business and in government.
- Option 2: Secretarial – M181-M182, M183, M185, M186, M191-M192, etc.
- Option 3: Government (General Service) – Less emphasis on Economics (Option 1) but more courses in American government, American literature and poetry, American history, etc.

†See Government/Public Administration Listings.



**MANAGEMENT**  
**Bachelor of Science Degree**

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
American Civilization	3	Principles of Management	3
English Composition	6	Principles of Economics	6
Foreign Culture	6	Elementary Accounting	6
Mathematics (excluding S152)	6	Data Processing	3
Physical Education	2	Physical Education	2
Behavioral and Social Sciences		Foreign Culture	3
Electives	6	Laboratory Science	6-8
Humanities Elective	3	Statistics	3
	<u>32</u>		<u>32-34</u>
<i>Junior Year</i>	<i>Credits</i>	<i>Senior Year</i>	<i>Credits</i>
Communications & Report		Business Electives	9
Writing	3	Finance	3
Business Law	6	Electives	9
Humanities Electives	6	Management Elective	3
Personnel Relations	3	Management Seminar	3
Foreign Culture	3	Administrative Management	3
Marketing Principles	3		
Quantitative or Statistical			
Analysis	3		
Speech	3		
	<u>30</u>		<u>30</u>

**MARKETING**  
**Bachelor of Science Degree**

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Principles of Economics	6
American Civilization	3	Elementary Accounting	6
Foreign Culture	6	Laboratory Science	6-8
Mathematics (excluding S152)	6	Principles of Marketing	3
Humanities Elective	3	Principles of Management	3
Behavioral or Social Sciences		Marketing Elective	3
Electives	6	Statistics	3
Physical Education	2	Physical Education	2
	<u>32</u>		<u>32-34</u>
<i>Junior Year</i>	<i>Credits</i>	<i>Senior Year</i>	<i>Credits</i>
Business Law	6	Marketing Research	3
Marketing Electives	6	Marketing Pol. & Strat.	3
Communications & Report		Management Seminar	3
Writing	3	Marketing Electives	6
Speech	3	Humanities Elective	3
Data Processing	3	Foreign Culture	3
Quantitative or Statistical		Electives	9
Analysis	3		
Humanities Elective	3		
Foreign Culture	3		
	<u>30</u>		<u>30</u>

## MEDICAL TECHNOLOGY

### Bachelor of Science Degree

A Medical Technologist performs tests under the direction of pathologists, physicians or scientists who specialize in clinical chemistry, microbiology, diagnosis of disease, and other biological sciences. Upon attaining the B.S. Degree and passing the National Registry Examination, the Medical Technologist is qualified to work in medical laboratories in hospitals or private facilities, research laboratories, industrial laboratories, and many others.

Students pursuing the Bachelor of Science Degree in Medical Technology will spend three years at the College followed by a fourth year Hospital Internship at an approved School of Medical Technology. During the Fall semester of the junior year, students arrange with the Department Chairman to petition internship for the senior year. The College cannot guarantee acceptance at the hospital since enrollment is limited by the size of the hospital based program. However, the College will assist in placing students in a clinical program. Selection criteria used by hospitals for clinical year candidates include student's cumulative GPA, letters of recommendation, personal interviews, and college affiliation. Students are encouraged to maintain a minimum 3.0 GPA in order to be viable clinical year candidates. Completion of course work including clinical experience is required before a student is eligible to take the National Registry Examination.

Should a student elect not to continue in the Medical Technology Program or not be admitted to the hospital based professional program, he/she can easily switch to a Biology major. Selection of a major other than Biology may require additional course work. Students not accepted for the clinical internship may reapply the following year.

The clinical year is normally a twelve month program beginning in August of a student's senior year. Students need not register with the college during the clinical year of study. The Medical Technology Advisor and the Director of Records will maintain a record concerning individual student clinical internships. The College Financial Aid Office remains available for assistance. Students are permitted to participate in the formal spring graduation ceremony at the College even though the clinical year program is still in progress.

York College is affiliated with York Hospital, York, Pa.; Saint Joseph Hospital, Lancaster, Pa.; and Lancaster General Hospital, Lancaster, Pa. The programs of study and course descriptions vary somewhat and are available upon request from the Hospital. In addition to these affiliations, students have completed their clinical training at Sacred Heart Hospital, Allentown, Pa.; Lower Bucks Hospital, Bristol, Pa.; Monmouth Medical Center Hospital, Long Branch, N.J.; Muhlenberg Hospital, Plainfield, N.J.; and Fitz Mercy Catholic Medical Center, Darby, Pa.



<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Foreign Culture	6
Principles of Biology	4	Humanities Elective	3
General Chemistry	8	Organic Chemistry	8
Behavioral and Social Science Electives	6	Animal Physiology	4
Foreign Culture	3	Microbiology	4
Mathematics	6-8	Physical Education	2
Physical Education	1	Sociology	3
	<u>34-36</u>	American Civilization	<u>3</u>
			33
<i>Junior Year</i>	<i>Credits</i>	<i>Senior Year</i>	<i>Credits</i>
Speech	3	Hospital Practicum to include studies in:	
Humanities Electives	6	Clinical Chemistry, Hematology, Bacteriology, Immunology (Blood Bank) Instrumentation, Microbiology, Mycology, Parasitology, Serology (Immunology), Urinalysis, Medical Terminology, Statistics and Quality Control, Laboratory Supervision and Management, Special Topics*	
Foreign Culture	3		
Immunology	4		
Psychology	3		
Statistics	3		
Physical Education	1		
Instrumental Analysis	4		
Quantitative Analysis	4		
Science Elective	4		
	<u>35</u>		<u>30</u>

\*The senior year of thirty academic credits is considered a Hospital Internship with all courses at an approved School of Medical Technology. The clinical course of study may vary among hospitals.

## MUSIC

### Bachelor of Arts Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Mathematics	6
Physical Education	2	Physical Education	2
Performance Groups	2	Speech	3
Music Theory I, II	6	Foreign Language	6
Aural Training I, II	2	Performance Groups	2
Primary Instrument	2	Music Theory III, IV	6
Secondary Instrument	1	Aural Training III, IV	2
Voice Class*	1	Primary Instrument	2
Music Appreciation	3	Secondary Instrument	1
Foreign Language	6		
	<u>31</u>		<u>30</u>

<i>Junior Year</i>	<i>Credits</i>	<i>Senior Year</i>	<i>Credits</i>
Laboratory Science	6	Humanities Electives	6
Humanities Electives	6	Performance Groups	2
Performance Groups	2	Conducting	2
Primary Instrument	2	Orchestration	2
Counterpoint	3	Behavioral or Social	
Music History I, II	6	Sciences Elective	3
Behavioral and Social		Electives**	12
Sciences Electives	6	Primary Instrument	2
		American Civilization	3
	<hr/> 31		<hr/> 32

\*Voice class is a prerequisite for all applied voice study. Voice majors may take applied voice along with voice class.

\*\*Electives in music may be selected from applied music, performance groups, jazz history, and independent study.

### NURSING

#### Bachelor of Science Degree

<i>Freshman Year†</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Human Anatomy and	
Mathematics (S151-153 or		Physiology**	8
advanced courses)	6	Microbiology**	4
General Psychology**	3	Human Development and	
Introductory Sociology**	3	Health Care**	2
Chemistry** S123-S124	8	Nutrition in Health Care**	2
Introduction to		Principles of Health Care	
Professional Nursing**	2	Practices I, II**	8
Humanities Elective*	3	Speech	3
Physical Education	2	Humanities Elective*	3
		Foreign Culture/Language	3
		Physical Education	2
	<hr/> 33		<hr/> 35

<i>Junior Year</i>	<i>Credits</i>	<i>Senior Year</i>	<i>Credits</i>
Family and Health-Long		Family and Health-Acute Care**	8
Term Care**	7	The Community and Health**	8
Family and Health-Child		Leadership in	
Bearing Families**	7	Professional Nursing**	2
Foreign Culture/Language	6	Research and Professional	
Humanities Elective*	3	Nursing Practice**	3
Statistics**	3	Foreign Culture/Language	3
Behavioral Science Elective	3	Elective	3
Social Science Elective	3	American Civilization	3
	<hr/> 32		<hr/> 30

\*Humanities electives must be chosen from a minimum of two of the subject areas listed in the Humanities courses of study.

\*\*Students must have a minimum grade of 2.0 in these required supporting course requirements and nursing major courses to remain in and progress through the nursing major.

†Students must have earned a cumulative grade point average of 2.5 or better at the completion of the freshman year courses to be considered for progression to the sophomore year in the nursing major.

**PSYCHOLOGY MAJOR**  
**Bachelor of Science Degree**

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	History and Systems of Psychology	3
General Psychology	3	Biology	8
Introductory Sociology	3	Statistics	3
Mathematics	6	Language or Intercultural Studies	6
Language or Intercultural Studies	6	Social Science Electives	6
Humanities Electives	6	Electives	6
Physical Education	2	Physical Education	2
	<hr/> 32		<hr/> 34
 <i>Junior Year</i>	 <i>Credits</i>	 <i>Senior Year</i>	 <i>Credits</i>
Experimental Psychology	3	Physiological Psychology	3
Psychology Electives	6	Psychology Electives	9
Data Processing	3	Behavioral Science Seminar	3
Speech	3	Electives	12
Humanities Electives	6	American Civilization	3
Electives	9		
	<hr/> 30		<hr/> 30

**RECREATION (Therapeutic/Community)**  
**Bachelor of Science Degree**

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
Recreation & Leisure in Modern Society	3	Recreation Elective	3
Leadership in Recreation and Leisure Activities	3	Recreation Practicum	3
General Psychology	3	Psychology of Adjustment	3
Introduction to Sociology	3	Human Services Techniques	3
English Composition	6	Speech	3
Foreign Culture	6	Math	6-8
Humanities Electives	6	Foreign Culture	6
Physical Education Skills	2	Humanities Elective	3
	<hr/> 32	Physical Education Skills	2
			<hr/> 32-34
 <i>Junior Year</i>	 <i>Credits</i>	 <i>Senior Year</i>	 <i>Credits</i>
Recreation & Leisure Electives	6	Seminar in Recreation and Leisure Studies	3
Intro to Therapeutic Recreation	3	Internship	9-12
Adulthood and Aging Science	3	Recreation Elective	3
Behavioral Science Elective	6-8	Behavioral Science Elective	3
American Civilization	3	Free Electives	9-12
Free Electives	6	Recreation Administration	3
	<hr/> 30-32		<hr/> 33

### SOCIOLOGY MAJOR

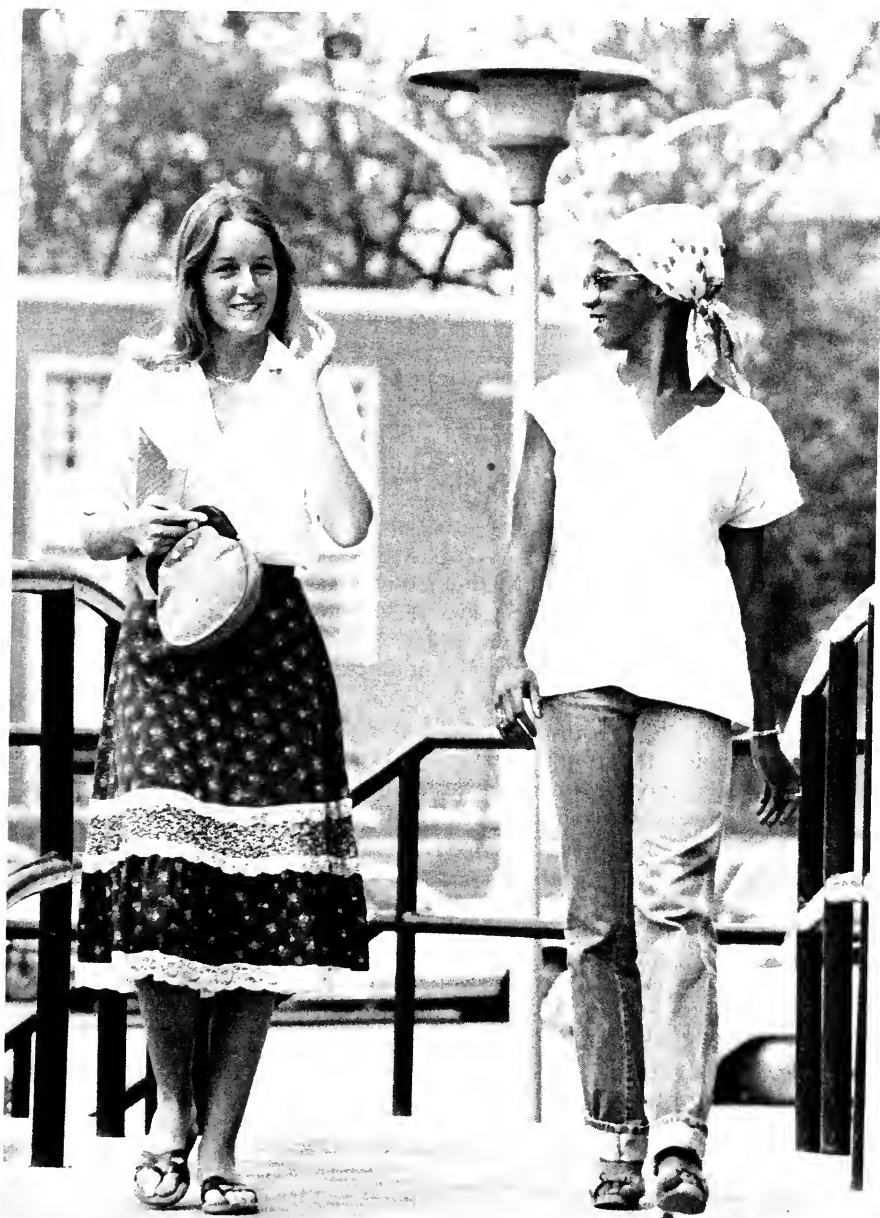
#### Bachelor of Science Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Science	8
General Psychology	3	Humanities or Social Sciences	6
Introductory Sociology	3	Statistics	3
Mathematics	6	Foreign Culture	6
Foreign Culture	6	Elective	3
Humanities Electives	6	Sociology Electives	6
Physical Education	2	Physical Education	2
	<u>32</u>		<u>34</u>
<i>Junior Year</i>	<i>Credits</i>	<i>Senior Year</i>	<i>Credits</i>
Development of Sociological Theory	3	Behavioral Science Seminar	3
Contemporary Sociological Theory	3	Sociology Electives	6
Research Methods	3	Electives	18
Data Processing	3	American Civilization	3
Humanities or Social Sciences	6		
Speech	3		
Sociology Elective	3		
Electives	6		
	<u>30</u>		<u>30</u>

### SPEECH

#### Bachelor of Arts Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Foreign Culture	6
Mathematics	6	Laboratory Science	6-8
Introduction to Sociology	3	Introduction to Radio-TV	3
General Psychology	3	Oral Interpretation	3
Foreign Culture	6	Music and/or Art	3
(Language Recommended)	6	Group Discussion	3
Introduction to Speech	3	Humanities Electives	6
Voice and Diction	3		
Physical Education	2		
	<u>32</u>		<u>30-32</u>
<i>Junior Year</i>	<i>Credits</i>	<i>Senior Year</i>	<i>Credits</i>
Mass Media	3	Communications Seminar	3
Introduction to Theater	3	Area Electives	6
Speech, Theater or Radio Practicum	3	Humanities Electives	6
Area Electives	6	Free Electives	12
Humanities Elective	3	American Civilization	3
Social Sciences Electives	6		
Free Electives	6		
Physical Education	2		
	<u>32</u>		<u>30</u>



## THE ASSOCIATE DEGREE

### General Requirements

The Associate of Arts and Associate of Science degrees might be earned in a variety of fields. Particular special interest programs such as Secretarial Studies, General Engineering and Respiratory Therapy are also available.

### Graduation Requirements

At the beginning of the semester in which the student hopes to complete all degree requirements it is necessary to submit an application for the degree. This application should be obtained from and returned to the Records Office within the first six weeks of the semester.

1. Have successfully completed at least 60 credit hours (plus 2 Physical Education credits). The last 30 of these must be earned at York College.
2. Have a cumulative quality point index of at least 2.0
3. Meet the following curriculum requirements:

#### a. *General Requirements*

- (1) Three semesters of English (including E101-E102, English Composition or equivalent).
- (2) Two semesters of Mathematics or Laboratory Science.
- (3) Two semesters of Social and/or Behavioral Sciences.
- (4) One semester of Humanities.

This requirement may be met by taking any course in art, literature, music, philosophy, religion, or theater arts, with the exception that performance, skill, or studio courses may *not* be used to fulfill this requirement. Those courses which fit this category would include sculpture, painting, photography, band, choir, theater workshop, introduction to film, etc.

#### b. *Additional courses approved by:*

- (1) An advisor in the department in which the student is majoring.
- (2) The Director of Advising for those with no specific major.

#### c. *Two physical education credits*

Physical education skills courses may not be counted as part of the minimum 60 credit hours required for an associate degree.

An Associate of Science degree might be obtained with concentration in the following areas:

Accounting	Physics
Biology	Radio-Television
Chemistry	Real Estate
Criminal Justice	Respiratory Therapy
Economics	Retailing
Engineering	Secretarial (Administrative Support)
General Studies	Secretarial (Executive)
Management	Secretarial (Legal)
Marketing	Secretarial (Medical)
Mathematics	

An Associate of Arts degree could be obtained in the following disciplines:

Art	Music
General Studies	Philosophy
Language	Political Science

The General Program leading to an Associate Degree is as follows:

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Behavioral or Social	
Math or Laboratory Science	6-8	Sciences Electives	6
Physical Education	2	Humanities Elective	3
Electives	18	English Elective	3
		Electives	18
	<u>32-34</u>		<u>30</u>

Details regarding a particular Associate Degree might be obtained from the Director of Advising or the Departmental Chairman.

### **Certificate for Child Development**

This program is designed for people who are presently working or would like to work with children in various agencies, to improve their skills and knowledge. The certificate will provide college credit acceptable for continued academic work and might aid in job advancement.

<i>1st Semester</i>	<i>Credits</i>	<i>2nd Semester</i>	<i>Credits</i>	<i>3rd Semester</i>	<i>Credits</i>
English 101	3	English 220	3	Psychology	3
General Psychology	3	Psychology	3	Psychology	3
Sociology	3	Practicum II	1	Practicum III	1
Practicum I	1				
	<u>10</u>		<u>7</u>		<u>7</u>

Students in this program must be presently employed by some agency or have a position waiting for them when they start this program. The course is not open to other Behavioral Science students or other students enrolled in the regular academic college program.

### **Certificate for Early Childhood Education**

This program is designed for individuals who are presently working or interested in working with pre-school children. It is designed to provide and/or improve the knowledge and skills of people working in day care centers, nursery schools and other pre-school institutions. Courses taken for the certificate are approved college level courses and are acceptable for continued academic work. Completion of this program should not be equated to state certification in Early Childhood Education at the baccalaureate level.

Courses required for a Certificate in Early Childhood Education:

	<i>Credits</i>
EE210 Early Childhood Curriculum	3
E204 Introduction to Speech	3
S221 Field Natural History	2
E101 English Composition	3
EE310 Physical Education and Recreational Activities	2
L191 Conversational Spanish	1
EE407 Reading Readiness	3
A402 Art Activities for Elementary Teachers	3
Practicum in Early Childhood Education	4

## ASSOCIATE DEGREES

(Listed alphabetically)

### ACCOUNTING

#### Associate of Science Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
Introduction to Business	3	Economics	6
English Composition	6	Speech	3
Mathematics	6	Data Processing	3
Elementary Accounting	6	Intermediate Accounting	6
Humanities Elective	3	Accounting Elective	6
Electives	6	Principles of Management	3
Physical Education	1	Electives	3
		Physical Education	1
	<hr/> 31		<hr/> 31

### ART

#### Associate of Arts Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	English Elective	3
Art Appreciation	3	Math and/or Science	6
Design I & II	6	Painting I	3
Drawing I & II	6	Sculpture I	3
Social or Behavioral Sciences Electives	6	Electives	15
Elective	3	Physical Education	1
Physical Education	1		
	<hr/> 31		<hr/> 31

### BIOLOGY+

#### Associate of Science Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Genetics	4
Mathematics	6	Botany	4
Biology BS111	4	Organic Chemistry	8
Zoology	4	English Elective	3
General Chemistry	8	Social or Behavioral Sciences Electives	6
Humanities Elective	3	Biology Elective	4
		Physical Education	2
	<hr/> 31		<hr/> 31

**CHEMISTRY+**  
**Associate of Science Degree**

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	English Elective	3
General Chemistry	8	Organic Chemistry	8
General Physics	8	Quantitative Analysis	4
Mathematics	6	Instrumental Analysis	4
Humanities Elective	3	Social or Behavioral Science Elective	3
Social or Behavioral Science Elective	3	Electives	8
		Physical Education	2
	<u>34</u>		<u>32</u>

†Suitable courses are available so that many programs of study might be scheduled. For example, in the professional areas, there are courses for pre-medicine, pre-osteopathy, pre-pharmacy, pre-veterinary medicine, pre-podiatry and pre-optometric. In certain more specialized fields, there are courses for mineralogy, oceanography as well as physical geology. Other possibilities for areas of study not listed above should be discussed with the Departmental Chairman.

**CRIMINAL JUSTICE**  
**Associate of Science Degree**  
**Law Enforcement Concentration**

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Speech or Communication & Report Writing	3
Math or Lab Science	6-8	Criminology	3
Psychology B-161	3	Police Science Electives	12
Sociology B-185	3	Electives	12
Humanities Elective	3	Physical Education	1
Police Science Electives	6		
Elective	3		
Physical Education	1		
	<u>31-33</u>		<u>31</u>

**CRIMINAL JUSTICE**  
**Associate of Science Degree**  
**Criminalistics Concentration**

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition (E-101)	3	English (E-102)	3
Communication & Report Writing (E-220)	3	Lab Science	3-4
Math	3	Law Enforcement Elective	3
Lab Science	3-4	Criminal Investigation	3
Social & Behavioral Sciences	6	Intro. to Criminalistics	3
Humanities Elective	3	Criminalistics Electives	9
Law Enforcement Electives	3	Electives	6
Electives	6	Physical Education	1
Physical Education	1		
	<u>31-32</u>		<u>31-32</u>

**CRIMINAL JUSTICE**  
**Associate of Science Degree**  
**Corrections Concentration**

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Speech or Communications & Report Writing	3
Math or Lab Science	6-8	Criminology	3
Psychology B-161	3	Corrections Electives	9
Sociology B-185	3	Human Service Techniques	3
Humanities Elective	3	Electives	12
Corrections Electives	6	Physical Education	1
Elective	3		
Physical Education	1		
	<u>31-33</u>		<u>31</u>

**ECONOMICS**  
**Associate of Science Degree**

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Elementary Accounting	6
Introduction to Business	3	Economics Electives	6
Mathematics	6	Business Law	6
Principles of Economics	6	Intro. to Data Processing	3
Humanities Electives	3	Introduction to Speech	3
Electives	6	Electives	3
Physical Education	1	Principles of Management	3
		Physical Education	1
	<u>31</u>		<u>31</u>

**ENGINEERING**  
**Associate of Science Degree**

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
Analytic Geometry & Calculus	8	Calculus III	4
Descriptive Geometry	2	General Chemistry	8
Engineering Drawing	2	Differential Equations	3
Engineering Physics	8	Dynamics	3
English Composition	6	Engineering Physics	8
Social or Behavioral Sciences Electives	6	Humanities Elective	3
Physical Education	1	Speech	3
		Statics	3
		Physical Education	1
	<u>33</u>		<u>36</u>

**LANGUAGE\***  
**Associate of Arts Degree**

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	English Elective	3
Language	6	Language	6
Math. or Lab Science	6	Intro. to Indo-European	
Humanities Elective	3	Languages and Folklore	3
Social or Behavioral		Recommended Electives:	18
Sciences Electives	6	History of Western Civ.	
Elective	3	Eur. Intellectual History	
Physical Education	1	Modern Europe	
		Physical Education	1
	<u>31</u>		<u>31</u>

\*Concentration in one language required.

**MANAGEMENT**  
**Associate of Science Degree**

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
Introduction to Business	3	Economics	6
English Composition	6	Business Law	3
Mathematics	6	Speech	3
Elementary Accounting	6	Data Processing	3
Humanities Elective	3	Statistics	3
Elective	3	Business Electives	3
Business Elective	3	Electives	6
Physical Education	1	Principles of Management	3
	<u>31</u>	Physical Education	1
			<u>31</u>

**MARKETING**  
**Associate of Science Degree**

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Economics	6
Introduction to Business	3	Principles of Management	3
Principles of Marketing	3	Speech	3
Elementary Accounting	6	Marketing Electives	9
Mathematics	6	Data Processing (recommended)	3
Humanities Elective	3	Electives	6
Physical Education	1	Physical Education	1
Elective	3		
	<u>31</u>		<u>31</u>

### MATHEMATICS

#### Associate of Science Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Laboratory Science	8
Social Science Electives	6	Calculus III	4
Electives	6	Differential Equations	4
Analytic Geometry & Calculus	8	Mathematics Electives	6
Humanities Elective	3	English Elective	3
Physical Education	1	Electives	5
Fortran Programming	1	Physical Education	1
	<u>31</u>		<u>31</u>

### MUSIC

#### Associate of Arts Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Music Theory III & IV	6
Music Theory I & II	6	Aural Training III & IV	2
Aural Training I & II	2	Major Instrument	2
Voice Class	1	Minor Instrument	1
Major Instrument	2	Performance Group	2
Minor Instrument	1	English Elective	3
Performance Group	2	Humanities Elective	3
Intro. to Music Apprec.	3	Social and Behavioral	
Math or Lab Science	6-8	Sciences Electives	6
Physical Education	1	Electives	6
	<u>30-32</u>	Physical Education	1
			<u>32</u>

### PHILOSOPHY

#### Associate of Arts Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	English Elective	3
Math or Lab Science	6-8	Logic & Scientific	
Social or Behavioral		Method	3
Sciences Electives	6	Contemporary Philosophy	3
Intro. to Philosophy	3	Humanities Elective	3
Electives	9	Philosophy Elective	3
Physical Education	1	Electives	15
	<u>31-33</u>	Physical Education	1
			<u>31</u>

### PHYSICS

#### Associate of Science Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Dynamics	3
Social or Behavioral Science		Engineering Physics	8
Electives	6	Calculus III	4
Analytic Geometry & Calculus	8	Mathematics Elective	3
Engineering Physics	8	Electives	4
Humanities Elective	3	Speech	3
Physical Education	1	Statics	3
Fortran Programming	1	Physical Education	2
	<u>32</u>		<u>30</u>

### POLITICAL SCIENCE

#### Associate of Arts Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Economics	6
Math or Lab Science	6	Comparative Government	3
American Civilization I & II	6	American Constitutional	
American Government	3	Thought or Political Theory	3
State & Local Government	3	International Relations	3
Intercultural Studies		Urban Geography	3
(Intro. & Contemporary)	6	English Elective	3
Physical Education	1	Humanities Elective	3
		Electives	6
		Physical Education	1
	<u>31</u>		<u>31</u>

### RADIO-TELEVISION

#### Associate of Science Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Literature Elective	3
Voice and Diction	3	Oral Interpretation	3
Introduction to Speech	3	Radio Production	3
Social and Behavioral		Television Production	3
Sciences Electives	3	Radio-TV Writing	3
Introduction to Radio-TV	3	Journalism	3
Humanities Elective	3	Free Electives	7-9
Science and/or Mathematics	6-8	Social & Behavioral	
Radio-Television		Science Electives	3
Speaking	3	Physical Education	2
	<u>30-32</u>		<u>30-32</u>



### REAL ESTATE Associate of Science Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
Fundamentals of Real Estate*	2	Real Estate Electives*	10
English Composition	6	Economics	6
Introduction to Business	3	Speech	3
Marketing	3	Humanities Elective	3
Elementary Accounting	6	Business Elective	3
Mathematics	6	Elective	3
Physical Education	2	Principles of Management	3
Elective	3		
	<u>31</u>		<u>31</u>

\*Real estate courses are generally offered only in the evening.

### RESPIRATORY THERAPY Associate of Science Degree In cooperation with York Hospital

#### Freshman Year<sup>1</sup>

<i>Summer</i>	<i>Credits</i>	<i>Fall</i>	<i>Credits</i>
College Algebra	3	Human Anatomy and Physiology	4
Principles of Biology	4	Medical Terminology	1
Basic Science for Respiratory Therapy	<u>3</u>	Arterial Blood Gas Interpretation, Pathophysiology and Pharmacology of Cardiopulmonary Diseases	3
	<u>10</u>	Bronchopulmonary Hygiene	3
		Mechanical Ventilation	4
		Oxygen Therapy and Cardio- pulmonary Resuscitation	<u>3</u>
			<u>18</u>

<i>Spring</i>	<i>Credits</i>	<i>Summer</i>	<i>Credits</i>
Pulmonary Function Testing and Interpretation	2	Clinical Practice II	4
Human Anatomy and Physiology	4		
Clinical Correlation Conferences	2		
Pediatric Respiratory Therapy	2		
Organization and Administration of Health Care Facilities	3		
Clinical Practice I	<u>3</u>		
	16		

### Sophomore Year<sup>2</sup>

<i>Summer</i>	<i>Credits</i>	<i>Fall</i>	<i>Credits</i>
English Composition	6	General Chemistry	4
Psychology, Humanities, or Social Science Electives	<u>6</u>	General Physics	4
	12	Physical Education	1
		Psychology, Social Science, or Humanities Elective	3
		Pulmonary/Renal Physiology and Pharmacology	3
			<u>15</u>

<i>Spring</i>	<i>Credits</i>	<i>Summer</i>	<i>Credits</i>
General Chemistry	4	Clinical II <sup>3</sup>	4
Microbiology	4	Clinical III	<u>3</u>
Evaluation of the Patient with Pulmonary Disease	2		7
Physical Education	1		
Cardiac Physiology, Pharmacology and EKG Interpretation	2		
Education and Management Techniques in Health Care	1		
Introduction to Speech	3		
	<u>17</u>		

<sup>1</sup>Students successfully completing the Freshman Year will be awarded a Certificate in Respiratory Therapy and are qualified to take the Certified Respiratory Therapy Technician (CRTT) examination administered by the National Board for Respiratory Therapy (NBRT). A total of 48 college credits are required for the Technician Program.

<sup>2</sup>Students successfully completing the Sophomore Year (in addition to the Freshman Year) will receive an Associate of Science Degree and are qualified to take the Registered Respiratory Therapist (RRT) examination by the NBRT.

<sup>3</sup>Clinical II will be scheduled over entire year, but credit will be given during this summer.

### RETAILING

#### Associate of Science Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Principles of Economics	6
Elementary Accounting	6	Principles of Management	3
Introduction to Business	3	Principles of Retailing	3
Principles of Marketing	3	Retail Buying	3
Humanities Elective	3	Salesmanship	3
Mathematics	6	Consumer Behavior	3
Elective	3	Speech	3
Physical Education	1	Elective	6
		Physical Education	1
	<hr/> 31		<hr/> 31

### SECRETARIAL – EXECUTIVE

#### Associate of Science Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Introduction to Business	3
Social and/or Behavioral Sciences Electives	6	Electives	6
Mathematics of Business**	3	Elementary Accounting I**	3
Secretarial Orientation	1	Communications & Report Writing or Speech	3
Shorthand*	6	Secretarial Procedures	3
Typing	5	Business Machines	1
Elective	3	Shorthand & Transcription	3
Physical Education	1	Office Simulations	5
		Humanities Elective	3
		Physical Education	1
	<hr/> 31		<hr/> 31

### SECRETARIAL – MEDICAL

#### Associate of Science Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition <sup>1</sup>	6	Communications & Report Writing or Speech	3
Social and/or Behavioral Sciences Electives	6	Anatomy & Physiology	8
Biology BS100 (recommended)	3	Shorthand & Transcription (recommended)	3
Typing	5	Office Simulations	5
Shorthand* (recommended)	6	Secretarial Procedures	3
Secretarial Orientation	1	Business Machines	1
Mathematics of Business**	3	Elementary Accounting I**	3
Physical Education	1	Medical Terminology	3
		Humanities Elective	3
		Physical Education	1
	<hr/> 31		<hr/> 33

\*First semester may be waived upon successful completion of an exemption examination. Credits must then be taken in other areas.

\*\*In this curriculum, Accounting and Mathematics of Business will fulfill the Mathematics requirements.

**SECRETARIAL – LEGAL**  
**Associate of Science Degree**

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Communications & Report Writing or Speech	3
Social and/or Behavioral Sciences Electives	6	Elementary Accounting I**	3
Mathematics of Business**	3	Secretarial Procedures	3
Secretarial Orientation	1	Business Machines	1
Shorthand* (recommended)	6	Shorthand & Transcription (recommended)	3
Typing	5	Office Simulations	5
Introduction to Business	3	Humanities Elective	3
Physical Education	1	Police Science & Corrections Elective	3
		Business Law	6
		Physical Education	1
	<u>31</u>		<u>31</u>



### SECRETARIAL – ADMINISTRATIVE SUPPORT Associate of Science Degree

<i>Freshman Year</i>	<i>Credits</i>	<i>Sophomore Year</i>	<i>Credits</i>
English Composition	6	Communications & Report Writing or Speech	3
Social and/or Behavioral Sciences Electives	6	Elementary Accounting I**	3
Mathematics of Business**	3	Secretarial Procedures	3
Secretarial Orientation	1	Business Machines	1
Typing	5	Office Simulations	5
Introduction to Business	3	Humanities Elective	3
Physical Education	2	Intro. to Data Processing	3
Intro. to Machine Trans.	1	Principles of Management	3
Elective	3	Management Elective	3
		Electives	5
	<u>30</u>		<u>32</u>

\*First semester may be waived upon successful completion of an exemption examination. Credits must then be taken in other areas.

\*\*In this curriculum, Accounting and Mathematics of Business will fulfill the Mathematics requirements.



# Course Descriptions

Accounting	121
Anthropology	96
Applied Music Courses	172
Aquatic Activities	142
Art Appreciation and History	163
Art Education	166
Behavioral Science Department	96
Biological Science Department	111
Business Administration Department	121
Business Education	123
Chemistry	183
Criminal Justice	103
Criminalistics (Evidence Technician)	108
Economics	125
Education Department	134
Engineering	184
English and Speech Department	144
Foreign Languages	166
Geography	152
Gerontology	96
Government/Public Administration	159
Health Record Administration	186
Historical and Theoretical Courses	174
History	153
History and International Studies	152
Humanities and Fine Arts Department	163
Individual Sports	141
Intercultural Studies	157
Management	127
Marketing and Retailing	130
Mathematics	188
Military Science	157
Music	171
Music Education Courses	175
Nursing	178
Performance Courses	173
Philosophy	176
Physical Education	141
Physical Science	191
Physical Science Department	183
Physics	191
Professional Education	135
Psychology	97
Real Estate	132
Recreation (Therapeutic/Community)	108
Religion	177
Respiratory Therapy	117
Sociology	100
Studio Courses	164
Team Sports	141
Visual Arts	163

## BEHAVIORAL SCIENCE DEPARTMENT

Behavioral Science combines sociology's study of group life with psychology's study of individual behavior.

A major in Behavioral Science is designed to provide preparation for entry into vocations where behavioral science training is desirable (e.g. governmental institutions, social agencies, and industry).

Major requirements are 24 hours in the Behavioral Sciences including B161, B185, B362, B491, and a course in Anthropology. Additional requirements are two semesters of Biology, S265 (Statistics) and M266 (Data Processing).

An internship is available with local agencies which allows qualified students to apply theory to realistic situations.

### Anthropology

#### **B203 Introduction to Physical Anthropology and Archaeology**

**Fall Semester**

An introductory survey of the principles and findings in the fields of human paleontology, physical anthropology, and archaeology.

3 class periods.

3 credit hours.

#### **B205 Introduction to Cultural Anthropology**

**Spring Semester**

The study of human variation as determined by culture from primitive societies to modern industrial societies; cultural background of personality development.

3 class periods.

3 credit hours.

### Gerontology

The following courses are being offered to students who wish to develop some specialization in the field of adulthood and aging (gerontology). These courses will provide basics in the methods, research, and knowledge in the field, will inspire "disciplined curiosity" for future developments, will provide experiences in the present realities of the aging, and confront personal attitudes toward aging and death.

#### **B316 Adulthood and Aging**

**Spring Semester**

A course on the developmental analysis of the changes during the life-span in vocational, family and emotional development. Prerequisite: B161.

3 class periods.

3 credit hours.

#### **B317 Potentialities of Aging**

**Fall, odd numbered years**

A humanistic approach to the possibilities of the later years by considering the effects of attitudes on the experience of aging in the past and present. The trends which will increase life satisfaction will be explored by analyzing the factors in successful aging. Prerequisite: B316.

3 class periods.

3 credit hours.

**B318 Social Aspects of Aging** **Fall, even numbered years**

A study of the traumatic changes in the social environment of the individual brought about by aging. It will include consideration of financial, legal, emotional, social contact and mily factors. Prerequisite: B161, B316.

3 class periods. 3 credit hours.

**B373 Working With the Elderly** **Fall Semester**

This course will focus on the skills needed to work successfully with older persons. It will emphasize knowing the client, knowing the available support systems, and helping with the decision-making process to encourage independence and adequate care. Prerequisite: B316.

3 class periods. 3 credit hours.

**B374 Final Separation: Death and Grief** **Spring Semester**

This course is a brief survey of thanatology with emphasis on the personal meaning of death and helping with the adjustments of separation.

3 class periods. 3 credit hours.

**B445 Psychobiology of Aging** **Spring, even numbered years**

A survey of the known physiological changes of the aging process and their psychological consequences. Present research in cellular, immunological, perceptual and neurological changes will be emphasized. Prerequisites: B316, BS100.

3 class periods. 3 credit hours.

**B450-B451 Practicum in Aging** **Fall-Spring Semesters**

This course provides on-the-job experience in the application of the Behavioral Sciences. The student spends a minimum of 120 hours per semester in meaningful service to a provider of services for the elderly, and in developing and sustaining programs to meet the needs of the growing older population. It is supervised by careful coordination of Agency and College personnel. Prerequisite: B316.

1 class period, 120 hours work. 3 credits each semester.

**Psychology**

Psychology is the science of behavior and the functioning of the individual personality.

A major in psychology is designed to provide preparation for pursuing graduate study and/or entry into vocations where psychological training is desirable (i.e. social agencies, personnel work, government institutions, and industry).

Courses in psychology provide for the needs of additional students in other majors such as nursing, biological sciences, and the liberal arts.

Major requirements are 24 hours of psychology, including B161, B362, B372, B464, B491. Additional requirements are S265 (Statistics), M266 (Data Processing), and two semesters of Biology.

An internship is available with local agencies which allows qualified students to apply theory to realistic situations, and to clarify vocational objectives.

Courses in Anthropology and Sociology are available and useful adjuncts to all students in providing an understanding of other cultures.

**B161 General Psychology****Fall-Spring Semesters**

An understanding of human behavior, unifying the physical, emotional, intellectual and social aspects with current research findings and theories.

3 class periods.

3 credit hours.

**B273, B274, B275 Child Development Practicum I, II, III**

An organized program combining classroom study and work with young people in an agency setting. Three semesters, in sequence, will enable the student to develop a comprehensive understanding of theoretical approaches to behavior and their application in actual practice.

1 class period.

1 credit hour.

**B276 Psychology of Religion****Spring, odd numbered years**

An inquiry into the relationship between human personality and the religious ideas which have helped mould it, relying on the great thinkers in the fields of psychology and religion. Prerequisite: One course in psychology, philosophy, or religion.

3 class periods.

3 credit hours.

**B325 Culture and Personality****Fall, odd numbered years**

A study of how culture affects the individual's personality with an emphasis on cross-cultural child rearing practices, role analysis, mental illness, and national character.

3 class periods.

3 credit hours.

**B342 Clinical Psychology – Tests and Measurements**

A survey of clinical methods, evaluation techniques, and therapy practices. Special emphasis will be given to the ethical standards and professional attitudes of clinical practice.

3 class periods.

3 credit hours.

**B362 Experimental Psychology****Fall-Spring Semesters**

Introduction to the experimental method including experimental design, data collection, analysis of data and writing research reports. Prerequisite: General Psychology B161. Required of Behavioral Science and Psychology Majors.

2 lecture hours.

2 laboratory hours.

3 credit hours.

**B363 Educational Psychology****Fall-Spring Semesters**

Psychological principles as applied to learning, appraisal of learning, and teaching. Emphasis on motivation, play, growth, child society, emotional stress and individual differences. Prerequisite: General Psychology B161.

3 class periods.

3 credit hours.

**B364 Psychology of Adjustment****Fall Semester**

An analysis of the determinants of a healthy personality in such areas as emotion, self-concept, and interpersonal relations. Prerequisite: B161.

3 class periods.

3 credit hours.

**B365 Adolescent Psychology****Spring Semester**

From later childhood to adulthood. Emphasis will be placed on the biological, psychological, and social aspects of the adolescent period. Prerequisite: B161

3 class periods. 3 credit hours.

**B366 Child Psychology****Fall Semester**

Normal behavior problems of the small child. The theory of child development will be discussed in relation to the social, emotional, physical and mental aspects of the child. Opportunity also will be given to observe children and to study practical problems of child-rearing. Prerequisite: B161.

3 class periods. 3 credit hours.

**B367 Social Psychology****Fall-Spring Semesters**

Understanding behavior in relation to customs and psychological variables. Prerequisite: B185 and B161.

3 class periods. 3 credit hours.

**B368 Psychology of Exceptional Children**

A survey course of the major areas of exceptionality, dealing with the etiology, diagnosis; and behavioral implications of intellectual, physical, sensory, and social-emotional deviations of children, particularly as they pertain to the learning processes in education. Prerequisite: B161.

3 class periods. 3 credit hours.

**B369 Psychology of Learning /  
Behavior Modification****Fall, even numbered years**

Utilization of learning principles and theories in the production of learned behavior. Emphasizes contemporary approaches to description and explanation of learning phenomena. Lecture, readings and classroom experiments. Prerequisite: B161.

3 class periods. 3 credit hours.

**B372 History and Systems of Psychology****Spring Semester**

Analysis of the historical background and present systems in the field of psychology; the various psychological interpretations of man. Required of psychology majors. Prerequisite: B161.

3 class periods. 3 credit hours.

**B461 Abnormal Psychology****Spring Semester**

The causes, diagnosis, treatment and social significance of various forms of problem behavior; attention is given to the factors in adjustment in both the normal and deviant. Prerequisite: B161. Junior or Senior.

3 class periods. 3 credit hours.

**B464 Physiological Psychology****Fall Semester**

Introduction to the physiological and neurological foundations of behavior. Prerequisite: Biology, and General Psychology B161. Required of Psychology Majors.

3 class periods. 3 credit hours.

**B475 Personality****Fall Semester**

A critical survey of the theories of personality including their origin, relevant research and application to understanding human behavior.

3 class periods. 3 credit hours.

**B491 Behavioral Science Seminar****Fall-Spring Semesters**

Individual inquiry under faculty supervision in areas pertinent to the student and aimed at integrating the major area by dealing with current research developments and theories. Prerequisite: Major of Senior standing. Required of Psychology Majors.

3 class periods.

3 credit hours.

**B421, B422 Behavioral Science Internship Program****Fall-Spring Semesters**

A program that provides on-the-job experiences in the application of the Behavioral Sciences. The student spends a minimum of 120 hours per semester with a selected agency in the performance of meaningful tasks within the agency. In addition, conferences with the supervising professor and bi-weekly period provide for integration of the student's academic and agency work. The internship provides an opportunity to explore job possibilities as well as making academic work more meaningful through application of theoretical principles.

3 credit hours each semester.

**B498, B499 Independent Study****1 to 3 credits each Semester**

The Independent Study Program affords an opportunity for the student who wishes to undertake a well defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

**Sociology**

Sociology deals with the nature and workings of human group life.

A major in sociology is designed to provide preparation for pursuing graduate study and/or entry into vocations where sociological training is desirable (e.g. social agencies, personnel work in business, and social planning in governmental agencies).

Major requirements are 30 hours of Sociology including B185, B303, B304, B384, B491. Additional requirements are B161 (General Psychology), S265 (Statistics), and M266 (Data Processing).

An internship is available with local agencies which allows qualified students to apply theory to realistic situations.

Courses in Anthropology and Psychology are available and useful adjuncts to all students in providing an understanding of other cultures.

### **B185 Introduction to Sociology**

### **Fall-Spring Semesters**

Designed to enable the student to obtain a better understanding of group relations. Consideration is given to the influence of heredity and environment upon individual and group behavior, the examination of institutions, race relations in the United States, and community services. Required of Sociology majors.

3 class periods. 3 credit hours.

### **B285 American Social Problems**

### **Fall-Spring Semesters**

A study of the contemporary sociological deviations of crime, delinquency, racism, poverty, family and industrial discord with emphasis on relevant experimental data and methods for assessing causes and remedies. Prerequisite: Introduction to Sociology B185.

3 class periods. 3 credit hours.

### **B286 The Family**

### **Spring Semester**

The origin and history of the family; economic, political, and social movements which have affected family life, consideration of contemporary theories regarding formation of personality, family adjustment, and organization; consideration of practical approach to preparation for marriage, family crises and adjustments. Prerequisite: Introduction to Sociology B185.

3 class periods. 3 credit hours.

### **B303 Development of Sociological Theory**

### **Fall Semester**

An analysis of the historical development of social thought and theory from antiquity to the present. Required of Sociology majors. Prerequisite: Sociology B185.

3 class periods. 3 credit hours.

### **B304 Contemporary Sociological Theory**

### **Spring Semester**

A study of the recent developments and main currents in contemporary sociological thought. The principal sociological theorists and their contributions will be analyzed. Prerequisite: Sociology B185. Required of Sociology majors.

3 class periods. 3 credit hours.

### **B308 Design and Evaluation of Social Service Programs**

### **Fall Semester**

Introduction to the principles and practice of program design and evaluation in the social services. Techniques of needs assessment, program planning and evaluation will be studied. Prerequisites: B185 Introduction to Sociology and B161 General Psychology.

3 class periods. 3 credit hours.

### **B310 Complex Organization**

An analysis of organizations as social systems. The structure of organizations, their patterns, and the impact of society on organizations will be examined. Prerequisite: B185.

3 class periods. 3 credit hours.

### **B311 Criminology**

### **Fall-Spring Semesters**

An analysis of criminal behavior, criminal law, penal systems, program of crime control and the operation of probation and parole.

3 class periods. 3 credit hours.

**B315 Ethnic and Minority Relations****Spring Semester**

Analysis of the bases of conflicts, accommodation and assimilation of various ethnic, religious and racial minorities in the United States. Prerequisite: Sociology B185.

3 class periods.

3 credit hours.

**B376 Sociology of Religion****Spring, even numbered years**

A survey of religious systems and their interrelation with society and its institutions, with emphasis on the social consequences and determinants of religious behavior. Religious movements as well as institutionalized religion will be examined.

3 class periods.

3 credit hours.

**B384 Research Methodology****Spring, odd numbered years**

The nature of the scientific method and basic research techniques as applied to collection, analysis, and interpretation of data. To be taken in their junior year. Prerequisites: 3 hours of Statistics, and 9 hours of Sociology. Required of Sociology majors.

3 class periods.

3 credit hours.

**B387 Human Service Techniques****Spring, even numbered years**

An analysis and application of skills in client-worker relationships, information gathering, interactional skills, and the referral process.

3 class periods.

3 credit hours.

**B388 Urban Sociology****Spring, odd numbered years**

A study of the development of modern cities and their impact upon society; discussion of problems connected with urban living. Students use the City of York and York County as special areas for research. Prerequisite: Introduction to Sociology B185.

3 class periods.

3 credit hours.

**B421, B422 Behavioral Science  
Internship Program****Fall-Spring Semesters**

A program that provides on-the-job experiences in the application of the Behavioral Sciences. The student spends a minimum of 120 hours per semester with a selected agency in the performance of meaningful tasks within the agency. In addition, conferences with the supervising professor each bi-weekly period provide for integration of the student's academic and agency work. The internship provides an opportunity to explore job possibilities as well as making academic work more meaningful through application of theoretical principles.

3 class periods.

3 credit hours.

**B465 Population and Demography****Fall, odd numbered years**

Qualitative analysis of population; composition and description. Major demographic processes: Fertility, Mortality, Migration. Changing patterns in population growth. Some important implications in world population changes. Population policies. Population of the United States. Prerequisite: Introduction to Sociology B185.

3 class periods.

3 credit hours.

**B471 Industrial Sociology****Fall Semester**

Industrial and other work organizations studied as social systems, with attention to both internal human relations and to external relations with the community. Prerequisite: Sociology B185.

3 class periods.

3 credit hours.

**B491 Behavioral Science Seminar****Fall-Spring Semesters**

Individual inquiry under faculty supervision in areas pertinent to the student and aimed at integrating the major area by dealing with current research developments and theories. Prerequisite: Major of Senior standing. Required of Sociology Majors.

3 class periods.

3 credit hours.

**B498, B499 Independent Study****1 to 3 credits each Semester**

The Independent Study Program affords an opportunity for the student who wishes to undertake a well defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

**CRIMINAL JUSTICE**

This curriculum is designed to prepare students for a career within the criminal justice system, to provide in-service students with knowledge and skills needed for career advancement, and to prepare capable students for graduate school.

York College requirements and recommended programs of study appear in another section of the catalog; however, a student should work closely with his advisor to tailor his program to the student's career aspirations. A thirty-hour *certificate* is available for in-service students which consists of twenty-one semester hours in Criminal Justice courses and nine semester hours in Behavioral Science and Communications.

An *Associate of Science* degree consists of a minimum of eighteen semester hours in Criminal Justice courses plus nine semester hours of B185, B161, B311. The *Bachelor of Science* degree consists of twenty-seven semester hours in Criminal Justice courses plus eighteen semester hours of B185, B161, B311, E220, PS241, and PS242. An Associate degree and Minor in Criminalistics is also available.

The objectives of the Criminalistics (Evidence Technician) program are: (1) To provide the student with a specialized education in the criminalistics discipline, (2) To familiarize the student with the different types and forms of physical evidence that a criminal is liable to encounter at a crime scene, (3) To provide the student with the proper procedures for conducting a systematic search of crime scenes for physical evidence, (4) To provide the student with the proper procedures for collecting, marking, preserving, packaging, and transporting the various types of physical evidence, (5) To inform the student of the instrumentation and methods of analysis at crime scenes and in the crime laboratory.

The Minor study in Criminalistics consists of a minimum of fifteen semester hours in Criminal Justice and Criminalistics courses.

Details on the Criminalistics offerings can be obtained from the Department Chairman, Program Coordinator, or an Academic Advisor.

**PC101 Introduction to the Criminal Justice System\*****Fall-Spring Semesters**

Survey of law enforcement; the role, history, development and constitutional aspects of law enforcement and public safety. A review of agencies involved in the process of the administration of criminal justice.

3 class periods.

3 credit hours.

\*PC101 Introduction to the Criminal Justice System is a Prerequisite to all Police Science and Corrections (PC) courses.

**PC110 Juvenile Delinquency****Spring Semester**

Problem of juvenile delinquency, theories of causation and prevention programs. Police prevention program, juvenile courts, institutional treatment, community resources for prevention, federal and state programs.

3 class periods.

3 credit hours.

**PC115 The Citizen and the Court****Fall Semester**

A detailed study of legal procedures through which the accused passes from arrest to release. There will be an analysis of safeguards established for the protection of individual liberties.

3 class periods.

3 credit hours.

**PC201 Introduction to Public Administration****Fall Semester**

A study of structure, organization, direction, and control of governmental departments and agencies.

3 class periods.

3 credit hours.

**PC225 Criminal Investigation****Fall Semester**

This course will examine the fundamental principles and theories of criminal investigation, with concentration on the following subjects: report writing, sources of information: witnesses, complainants, victims, observation, physical description, identification, interviews, interrogation, modus operandi, informants, surveillance, undercover techniques, crime scene search, collection, preservation, and processing of physical evidence; raids, arrest, search and seizure, case preparation, and courtroom demeanor and testimony.

3 class periods.

3 credit hours.

**PC226 Advanced Criminal Investigation****Spring Semester**

A course designed to apply the basic fundamentals of investigation in the investigation of specific offenses; homicide, suicide, robbery, rape and sex offenses, burglary, larceny, narcotics, and arson. Prerequisite: PC225.

3 class periods.

3 credit hours.

**PC230 Introduction to Criminalistics****Spring Semester**

An introduction to the utilization of scientific methods and instrumentation in the analysis of physical evidence at crime scenes and in the laboratory. Topics include: fingerprints, cast and mold development, blood and other body fluids, hair, fibers, tool marks, paint, glass and plastic fragments, ballistics, and specialized instrumentation.

3 class periods.

3 credit hours.

**PC235 Principles of Criminal Law****Fall Semester**

Substantive law of crimes is reviewed thoroughly from its Anglo-American common law based and compared with the new Pennsylvania Crimes Code.

3 class periods. 3 credit hours.

**PC237 Law of Criminal Evidence****Spring Semester**

A detailed study of the laws by which criminal evidence is admissible into Court trials, including burden of proof, relevance, opinion and hearsay rules, and other vital aspects of legal proof. Prerequisite: PC235.

3 class periods. 3 credit hours.

**PC240 Police Organization and Management****Fall Semester**

This course will examine the basic principles of organization and management. Federal, state, county, and municipal law enforcement agencies will be reviewed and compared with government and business administration. The important areas of leadership, planning discipline and contemporary police management problems will be analyzed.

3 class periods. 3 credit hours.

**PC330 Advanced Criminalistics I****Fall Semester**

Method of scientific analysis, comparison, and identification of physical evidence and its presentation in court: prints including ink and latent prints of the fingers, palms, and feet; hairs and fibers; soil, dust, and dirt debris; and casts and molds of impressions. Prerequisite: PC230.

3 class periods. 3 credit hours.

**PC331 Advanced Criminalistics II****Spring Semester**

Methods of scientific analysis, comparison, and identification of physical evidence and its presentation in court: blood; body fluids, blood alcohol; clothing, paint, toxicological substances; narcotic and hallucinatory drugs. Prerequisite: PC230.

3 class periods. 3 credit hours.

**PC332 Advanced Criminalistics III****Fall Semester**

Scientific analysis, comparison, and identification of physical evidence and its presentation in court: weapons, bullets and cartridges, bombs and explosives, tools and tool marks, glass and plastic fragments, and wood and metal fragments. Prerequisite: PC230.

3 class periods. 3 credit hours.

**PC335 Community Corrections****Fall Semester**

Introductory course to non-institutional treatment of offenders including the correctional places, probation, parole, supervision, legal aspects and research.

3 class periods. 3 credit hours.

**PC341 Law of Criminal Procedure**

**Spring Semester**

A detailed study of the laws of arrest and search as affected by recent decisions of the United States Supreme Court and various state appellate courts, including Pennsylvania Supreme and Superior Courts.

3 class periods.

3 credit hours.

**PC345 The Police and the Community**

**Fall Semester**

An in-depth study of the police subculture with major emphasis on their role and function as well as the sociological and psychological behavioral patterns of police officers. Community perception of the police, including the effects of prejudice, discrimination, discretion, and the concepts of contemporary police-community relations programs will be examined.

3 class periods.

3 credit hours.

**PC350 Principles of Crime Scene Search**

**Fall Semester**

An in-depth examination of crime scene search including: preservation of the scene; note taking; preliminary examination and detailed search methods and procedures; sketching; measurements; photography; collection, marking, packaging, and transporting physical evidence to the laboratory. Prerequisite: PC225 and PC230.

3 class periods.

3 credit hours.



**PC355 Police Operational Functions****Fall Semester**

A comprehensive analysis of the organization, function, and current trends of police operations pertaining to patrol, investigations, vice and narcotics.

3 class periods.

3 credit hours.

**PC360 Criminal Justice Practicum****Fall-Spring Semesters**

A carefully planned program that provides actual on-the-job experience. Agencies are carefully selected that will provide a variety of experiences of educational value. The student will spend 120 hours with a selected criminal justice agency plus conferences with the supervising professor. Prerequisite: Junior standing and 2.0 G.P.A.

3 class periods.

3 credit hours.

**PC401 Law of Corrections****Fall Semester**

A study of legal procedures which affect the liberties of inmates, clients, and correctional staff within the institutional and community setting.

3 class periods.

3 credit hours.

**PC465 Traffic Administration and Investigation****Fall Semester**

An integration of the four "E's" of traffic administration – Engineering, Education, Enforcement and Enactment. Stress is placed on a smooth, efficient flow of traffic while maximizing safety and minimizing deaths, personal injury and property damage.

3 class periods.

3 credit hours.

**PC470 Selected Topics in Law Enforcement**

A seminar in the field of law enforcement which will deal with specific areas of concern to practitioners, students, and interested community members.

3 class periods.

3 credit hours.

**PC480 Institutional Corrections****Spring Semester**

A study of the court and jury system, probation and parole, individual case studies, correctional institutions, allied agencies and resources, and the State Correctional Program.

3 class periods.

3 credit hours.

**PC490 Selected Topics in Corrections** **Spring, odd numbered years**

A seminar in the correctional field which will deal with specific areas of concern to both practitioners, students, and interested community members.

3 class periods.

3 credit hours.

**PC498, PC499 Independent Study****1 to 3 credits each Semester**

The Independent Study Program affords an opportunity for the student who wishes to undertake a well defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

## **Criminalistics (Evidence Technician)**

The criminalistics courses allow the student to pursue course work in this field of law enforcement. The objectives of the minor are: (1) To provide the student with a specialized education in the criminalistics discipline, (2) To familiarize the student with the different types and forms of physical evidence that a criminalist is liable to encounter at a crime scene, (3) To provide the student with the proper procedures for conducting a systematic search of crime scenes for physical evidence, (4) To provide the student with the proper procedures for collecting, marking, preserving, packaging, and transporting the various types of physical evidence, (5) To inform the student of the instrumentation and methods of analysis at crime scenes and in the crime laboratory.

## **Recreation (Therapeutic / Community)**

A major in Recreation, therapeutic/or community, is designed to prepare recreation specialists for a variety of positions in both institutional and community settings. The objectives of the program are: 1) to provide a broad liberal education; 2) to develop skills and attitudes to assist others to lead more active, meaningful lives; and 3) to prepare students for entry into the recreation and leisure service occupation at the professional level.

Two areas of emphasis will be available for student choice. The Community Recreation option is geared toward professional preparation for careers in public recreation agencies, quasi-public, and voluntary agencies, armed forces and industrial recreation. Flexibility within this option will permit students to focus on a specific agency or setting.

The second option is Therapeutic Recreation. This provides the student with a knowledge of recreation's potential contribution in a comprehensive rehabilitation process. It is designed to prepare the student to work with a broad range of disabilities-mental, physical, and social. They will be trained to develop and/or provide leadership in programs serving the mentally retarded, emotionally ill, physically disabled, the imprisoned and parolee, the disadvantaged and aged in both institutional and community services.

### **R101 Recreation and Leisure in Modern Society**

**Fall Semester**

Surveys the present nature, scope, and significance of recreation and leisure for all citizens and for specialized groups. Emphasis will be on the opportunities, responsibilities, and requirements of recreational leadership. Required for majors.

3 class periods.

3 credit hours.

### **R103 Leadership in Recreation and Leisure Activities**

**Fall Semester**

Investigates the special problems facing recreation leaders in various types of group settings. Consideration will be given to developing, supervising and coordinating recreational programs. Required for majors.

3 class periods.

3 credit hours.

### **R221 Recreation Practicum**

**Fall-Spring Semesters**

Provides early field experience by placement in a recreational setting where the student will work 120 hours under careful supervision. Seminar sessions will be conducted to share problems and experiences. Required by advisement. Prerequisites: R101-103.

3 class periods.

3 credit hours.

**R301 Group Dynamics and Leadership****Fall Semester**

An in-depth study of the reactions and relationships between members of groups, and techniques for guiding the interaction toward defined goals. Required of all majors.

3 class periods.

3 credit hours.

**R310 Outdoor Recreation**

Survey trends in outdoor recreation, including agency resources, legislation, and research. Includes outdoor recreation programs, resource management, and outdoor skills. Prerequisite: R101.

3 class periods.

3 credit hours.

**R331 Recreational Leadership  
in the Community****Spring, Odd Numbered Years**

Gives training in group leadership and organization and practical application of those techniques in a community setting. Required for Community Recreation option.

1 class period.

1 three-hour laboratory period.

3 credit hours.

**R333 Organizing Community Recreation****Fall, Odd Numbered Years**

Considers the nature of urban recreation and the people it serves; studies means for mobilizing a community for recreation, and the approaches for planning, organizing and conducting programs. Required for Community Recreation option.

3 class periods.

3 credit hours.

**R341 Introduction to  
Therapeutic Recreation****Spring, Even Numbered Years**

Introduction to principles and techniques used in serving special groups with physical, emotional or social impairment. Required for all majors.

3 class periods.

3 credit hours.

**R343 Organizing Therapeutic Recreation****Fall, Even Numbered Years**

Concerned with the practice of therapeutic recreation and the specialized groups it serves; considers means of organizing a community or institution for providing recreation to meet unique requirements. Surveys approaches for planning, organizing and conducting specially tailored programs. Required for Therapeutic Recreation option.

3 class periods.

3 credit hours.

**R392 Selected Topics in Recreation****Spring Semester**

Exploration of issues, trends, and philosophies of recreation.

3 class periods.

3 credit hours.

**R421, R422, R423, R424 Internships-Field Work  
in Recreation and Leisure****Fall-Spring Semesters**

A program to provide on-the-job experiences in application of principles and techniques in either Community Recreation or Therapeutic Recreation. This provides the student with the opportunity to develop the art and skill of dealing with people in a professional capacity while under close supervision of an experienced supervisor and a faculty member. (At least 9 credit hours required of all majors). Prerequisite: Major of second semester junior or first semester senior standing.

120 work experience hours per 3 credit hours.

**R450 Recreation Administration**

**Fall-Spring Semesters**

This course will study the organizational patterns and administrative problems involved in operating various leisure service agencies: forms of organization, budget, personnel, liability and public relations. Required for all majors.

3 class periods.

3 credit hours.

**R491 Seminar in Recreation  
and Leisure Studies**

**Fall-Spring Semesters**

A study of the implications of leisure and recreation as they relate to organization of recreation services. Visits to a variety of recreation agencies will be emphasized. Prerequisite: Major of senior standing.

3 class periods.

3 credit hours.

**R498, R499 Independent Study**

**1 to 3 credits each semester**

Independent investigations of current problems facing the recreation field. These may include the philosophical basis, delivery of services, professional problems, needed research, and certification or licensing.



## BIOLOGICAL SCIENCE DEPARTMENT

A four-year program leading to the Bachelor of Science degree is offered with emphasis in three areas: Botany, Environmental, or Zoology. In addition a person may not wish to "specialize" but rather take their course work in the broad area of general biology. A two-year curriculum leading to the Associate of Science degree in biology is also available.

Respiratory Therapy Certificate and Associate of Science Degree Programs are also available. Clinical aspects of the programs are offered in conjunction with York Hospital.

Pre-professional students in related fields such as medicine, optometry, dentistry, osteopathy, certain paramedical fields and veterinary medicine are able to select courses to satisfy transfer requirements.

Equivalence to prerequisites can be obtained through Credit by Examination or written permission of instructor and department chairman.

Courses fall into two broad categories.

- A. Non-majors. Courses, all 3 credits, numbered BS100 to 109 and 200 to 209 are designed for students wanting to fulfill part or all of their core science requirements in biology or to take courses for enrichment. Majors, on approval of advisor, can take non-majors courses for electives.
- B. Majors. Course number BS111 is designed for majors of biology or related fields. It is a prerequisite for all courses above the 210 level. Non-majors are not restricted from enrollment in these courses.

### Courses for Non Majors

#### **BS100 Fundamentals of Human Biology**

#### **Fall-Spring Semesters**

Emphasis is placed upon developing a biological awareness of self via the principles and systems approach to organ-systems of man; cellular structure, physiology and reproduction; and the physicochemical basis of life.

2 class periods.

1 three-hour laboratory period.

3 credit hours.



**BS101 Field Natural History****Fall Semester**

Designed primarily, but not exclusively, for individuals planning to work with people. Education majors, recreation majors and those just interested in the out-of-doors will find much to stimulate their interests and challenge the intellect. This will be an introduction to the vast natural resources available in the immediate environment, the literature and other resource materials, and some methods for learning about plants, animals and their ecology. Laboratory periods will be spent primarily in the field.

2 class periods.

1 three-hour laboratory period.

3 credit hours.



**BS102 Field Biology****Spring Semester**

Outdoor laboratory or related experiences will coordinate with natural history lectures and reading assignments to expose students to broader aspects of selected plant and/or animal groups in their natural ecological setting.

2 class periods.

1 three-hour laboratory period.

3 credit hours.

**BS105 Environmental Biology****Fall Semester**

Designed for the non-biology major, this course provides an integrated approach to viewing environments. Emphasis will be placed on the ecology of terrestrial ecosystems. Laboratories will be experience-oriented centering on visitations to natural and managed ecosystems.

2 class periods.

1 three-hour laboratory period.

3 credit hours.

**BS200 Human Sexuality****Spring Semester**

Course is designed to assist the student to become more aware of and deal with his or her own sexuality. It integrates the biological origins of sexuality; the physiology and psychology of human reproduction and sex-linked behavior; socio-cultural, intellectual, emotional and ethical aspects of human sexual behavior. Lectures, student projects, and guest speakers are used in the learning process. The laboratory includes biological exercises in anatomy and physiology, and film discussion sessions.

2 class periods.

1 three-hour laboratory period.

3 credit hours.

**BS201 Animal Behavior****Spring Semester**

An introduction to animal behavior from the naturalist point of view. Current concepts are discussed. Then major behavioral strategies observed in nature and their adaptive values will be examined. Laboratory time will be primarily devoted to (1) observations on a particular animal species of student's choice to identify its basic behavior patterns and (2) discussion of a single work that details behavior of some animal species.

2 class periods.

1 three-hour laboratory period.

3 credit hours.

**Courses for Majors in Biology and Related Fields****BS111 Principles of Biology****Fall-Spring Semesters**

Designed specifically for the major and related fields to develop an appreciation and understanding of selected basic biological principles.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

**BS211 Zoology****Spring Semester**

A study of selected animal phyla with an emphasis upon their evolution, taxonomy, behavior, ecology and interactions with man. When practical, live materials and field study will supplement laboratory study. Prerequisite: BS111.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

**BS212 Human Anatomy and Physiology****Fall Semester**

Recommended for students seeking careers in health related fields. A study of the structure and function of the human body utilizing a systems approach. Emphasis will be placed on the gross and microscopic anatomy as well as the physiology of the cell, skeletal system, muscular system and nervous system. Prerequisite: BS111.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

**BS213 Human Anatomy and Physiology****Spring Semester**

A continuation of BS212. Emphasis will be placed on the gross and microscopic anatomy as well as the physiology of the cardiovascular, respiratory, urinary, reproductive, endocrine and digestive systems. Prerequisite: BS212.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

**BS221 Botany****Fall Semester**

An introduction to the evolution, structure, function, ecology and classification of non-vascular and vascular plants. Cellular, tissue and physiological principles will be stressed. Prerequisite: BS111.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

**BS222 Plant Taxonomy and Seasonal Flora****Spring, even numbered years**

A study of the flowering plants of southeastern Pennsylvania with emphasis upon collection, identification and ecological relationships.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

**BS241 Microbiology****Fall-Spring Semesters**

An introduction to general microbiology for allied health, nursing and biology majors. Topics include the morphology, physiology, metabolism, taxonomy and genetics of microorganisms. The theoretical and practical aspects of bacterial containment and immunology will be covered. Virology, disease processes and applied areas are covered as time permits. Prerequisite: BS111 or departmental approval.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

**BS242 Genetics****Spring Semester**

The basic principles of genetics-chromosome theory, mechanisms and heredity; the chemistry and interactions of nucleic acids and proteins; gene action and control of cytodifferentiation and development. Prerequisite: BS111.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

**BS301 Animal Physiology****Fall Semester**

A study of general physiological principles demonstrated by select major animal groups. These principles are related to organisms' adaptations to their environment. Laboratory exercises will stress "hands-on" experiences, utilizing modern modular physiographs. Prerequisite: BS111 and one year of chemistry.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

**BS302 Immunology****Spring Semester**

An introduction to the broad field of immunology, including topics such as immunity, serology, immunochemistry and immunobiology. Prerequisites: BS111, BS241.

3 class periods.

1 three-hour laboratory period.

3 credit hours.

**BS311 Freshwater****To be announced****Invertebrate Zoology**

Morphology, physiology, classification, and ecology of freshwater invertebrate taxa. Emphasis will be placed upon Pennsylvania taxa, and practical application of knowledge through field/laboratory studies, and analysis of data from "natural" and man-modified environments.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

**BS312 Vertebrate Zoology****To be announced**

The classification, ecology, distribution, evolution and economic importance of vertebrates. Laboratory will be taxonomically oriented indoors and ecologically oriented on field trips. Prerequisite: BS212.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

**BS321 Plant Physiology****To be announced**

A study of the major principles of plant physiology and their application to the laboratory study of selected plant organisms. Prerequisites: BS111, BS221, and one year of chemistry.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

**BS322 Plant Morphology****To be announced**

A study of variation in structure and form of the major plant groups (non-vascular, vascular) with emphasis placed on life-cycles of selected organisms.

3 class periods.

1 one-hour laboratory period.

4 credit hours.

**BS331 Terrestrial Ecology****Spring, odd numbered years**

What are the major natural land ecosystems of Pennsylvania, North America, and the World? What are the principal ecological forces shaping these ecosystems? What has man's effect been on these forces? What do the plants and animals of an ecosystem reveal about that ecosystem? The answers to these questions will form the basis for this course with the last question being addressed in the field experiences. Prerequisites: BS211 and S265.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

**BS342 Applied  
Aquatic Ecology****Spring, even numbered years**

An introduction to the organisms characteristic of freshwaters with an emphasis on macroinvertebrates and fishes. Experiences in field and laboratory techniques of collection, identification and preservation will be related to practical application to gain understanding of the total aquatic community under both natural evolution and the influence of man. Prerequisites: BS211, BS221, and S265.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

**BS402 Biochemistry****Fall, even numbered years**

An introduction to the molecules of biological significance, with emphasis on molecular control processes, energetics, and biochemical methodology. Aspects of nutrition and metabolic diseases are included. Prerequisites: BS111, S121, S122, S232.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

**BS411 Practical Biological Internship****Fall-Spring Semesters**

Designed to expose the student to the reality of a biological field through direct participation. This may involve experience as a lab assistant, assistance with the research of a faculty member, or participation in off-campus workshops or employment. Prerequisite: Departmental approval.

1 to 4 credit hours.

**BS412 Seminar in Biology****Fall Semester**

This course involves an in-depth study of some topic in biology. The student selects, designs, executes, and presents, in both written and oral form, the results of his study to his peers and the department. Lectures deal with major literature of biology and its use, the conveying of information to others, curriculum vitae preparation and other pertinent topics. Prerequisite: Departmental Approval.

1 three-hour class period.

3 credit hours.

**BS413-414 Undergraduate Research****By arrangement**

Individual problems pursued by qualified students under supervision of a member of the biology faculty, designed to develop proficiency in biological research. Meetings and credits to be arranged as required.

Two semesters.

1-3 credit hours per semester.

**BS421 Advanced Seasonal Flora**

Advanced Seasonal Flora is intended for those students who have completed one semester of Seasonal Flora at York College or its equivalent from another institution. Emphasis will be placed on collecting, identifying, and making herbarium vouchers of local flora. Prerequisite: BS222 or permission of instructor.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

**Respiratory Therapy**

The Respiratory Therapy Programs prepare the student for a professional career as a respiratory technician or a respiratory therapist. Respiratory therapy is an allied health specialty instrumental in the diagnosis, treatment, management, and preventive care of patients with cardiopulmonary problems. Often defined as the fastest growing allied health profession, respiratory therapy offers persons interested in caring for others an opportunity to serve as vital members of the health care team.

Applicants to the respiratory therapy programs must have graduated from an approved high school or have earned a state equivalency diploma and must exhibit evidence of a strong background in a college preparatory program. A minimum "C" average is required in high school biology, chemistry and algebra. Three letters of reference from teachers or employers are required before admission into the program. Applicants must tour a respiratory therapy department. A health history and report of physical examination must be submitted before the student is accepted into the program. Applicants will be asked to attend an interview with the Respiratory Therapy Program Director, Clinical Coordinator, and Medical Director. Deadline for application to the technician program (freshman year) is January 15th. Deadline for application to the therapist program (sophomore year) is March 1st. Size of the freshman and sophomore classes is limited. Transfer students will be considered for admission to the respiratory therapy program on an individual basis.

Respiratory Therapy students should be prepared for expenses in addition to those identified as tuition, fees, and room and board costs. Most additional expenses relate to costs for uniforms, supplies such as stethoscope, medical insurance, text books, membership in professional organizations and other supplies.

Classroom, laboratory, and clinical facilities at the York Hospital will be utilized for the respiratory therapy courses. Students will also receive clinical education at secondary clinical affiliates. Students will be responsible for their own transportation to and from respiratory therapy classes, laboratories, and clinical experience.

Successful completion of the Respiratory Technician Program qualifies the individual to take the Certified Respiratory Therapy Technician (CRTT) examination administered by the National Board for Respiratory Therapy (NBRT). Successful completion of the Respiratory Therapist Program qualifies the individual to take the Registered Respiratory Therapist (RRT) examination administered by the NBRT. "Successful completion" is defined as a minimum of a "C" or better in *all* courses.

The clinical courses in respiratory therapy may not be scheduled according to conventional semester scheduling and may include clinical scheduling during evenings, nights, and weekends.

**RT100 Basic Science for Respiratory Therapy**

A survey of basic scientific principles as applied to the practice of respiratory therapy. Included are respiratory terminology, scientific measure, fluid physics, gas physics, basic electricity, chemical and physical properties of matter, basic genetics, basic microbiology, respiratory therapy equipment cleaning and sterilization.

3 credit hours.

**RT105 Medical Terminology for Health Professions**

An introduction to medical terminology including prefixes, suffixes, roots, and abbreviations. Also included are use of medical dictionaries and the format of the patient chart.

1 credit hour.

**RT110 Oxygen Therapy and Cardiopulmonary Resuscitation**

An overview of the history of respiratory therapy and the professional organizations related to respiratory therapy. A comprehensive study of oxygen delivery devices, oxygen analysis, cardiopulmonary resuscitation, and artificial airways. This course includes certification in Basic Cardiac Life Support by the American Heart Association.

3 credit hours.

**RT115 Bronchopulmonary Hygiene**

An overview of respiratory anatomy, physiology, and pathophysiology. A comprehensive study of aerosol and humidity therapy, pharmacology of aerosolized medications, chest physical therapy, intermittent positive pressure breathing, and rehabilitation and home care of the respiratory patient. Also included is an introduction to physical examination of the chest and chest x-ray interpretation.

3 credit hours.

**RT120 Mechanical Ventilation**

A comprehensive study of the physiology of positive pressure breathing, the design and function of continuous mechanical ventilators, techniques of continuous ventilation, and monitoring of the patient receiving continuous ventilation.

4 credit hours.

**RT125 Pulmonary Function Testing and Interpretation**

A study of pulmonary diagnostic procedures including spirometry, lung volumes, diffusing capacity, response to bronchodilator and bronchial challenge. Also included is an introduction to exercise testing and fiberoptic bronchoscopy.

2 credit hours.

### **RT130 Arterial Blood Gas Interpretation, Pathophysiology and Pharmacology of Cardiopulmonary Disease**

A comprehensive study of arterial blood gas interpretation, diseases of the respiratory and cardiovascular systems, and the pharmacologic treatment of cardiopulmonary diseases.

3 credit hours.

### **RT135 Pediatric Respiratory Therapy**

An introduction to fetal development, evaluation of the newborn, and cardiopulmonary diseases of infants and children. A comprehensive study of airway management, bronchopulmonary hygiene, continuous positive airway pressure, and mechanical ventilation of the pediatric patient.

2 credit hours.

### **RT150 Clinical Practice I**

Comprehensive clinical practice in respiratory therapy including oxygen delivery systems, compressed air systems, environmental units, breathing treatments, chest physiotherapy, adult and infant CPAP, adult and infant mechanical ventilation, airway care, arterial puncture, respiratory home care, respiratory equipment sterilization and maintenance, and pulmonary function testing. This rotation also includes secondary clinical rotations outside York Hospital. Some clinical practice is on evening, night, and weekend rotations.

3 credit hours.

### **RT160 Clinical Practice II**

A continuation of RT150.

4 credit hours.

### **RT200 Clinical Correlation Conferences**

A course designed to improve the communicative skills of the student and aid the student in the correlation of the patient's respiratory care to the patient's total care. This is accomplished through use of patient case studies, review of current journal articles, and presentation of a library research paper.

2 credit hours.

### **RT210 Evaluation of the Patient with Pulmonary Disease**

A comprehensive study of pulmonary evaluation techniques including pulmonary history, chest physical diagnosis, pulmonary function interpretation, arterial blood gas interpretation, and chest x-ray interpretation. Special emphasis on patient response to respiratory therapy with particular attention to goals of therapy, delivery of therapy, and evaluation of response to therapy. Prerequisites: completion of freshman year of RT program or permission of instructor.

2 credit hours.

### **RT220 Pulmonary/Renal Physiology and Pharmacology**

A comprehensive study of pulmonary physiology, cardiovascular monitoring techniques, and pleural drainage. Also included are the influences of pulmonary and renal physiology on acid-base balance, mechanism of action of bronchodilator drugs, and neurologic aspects of respiratory care. Prerequisites: completion of first year of RT program, BS212, BS213, S121, S122 or permission of instructor.

3 credit hours.

**RT230 Cardiac Physiology, Pharmacology, and EKG Interpretation**

A review of cardiac physiology and cardiac disease. A comprehensive study of the EKG and pharmacologic treatment of cardiac disease. Special emphasis on the interrelationship of cardiac and pulmonary disease. Prerequisites: completion of first year of RT program, BS212, BS213, or permission of instructor.

2 credit hours.

**RT240 Education and Management Techniques in Health Care**

An introduction to health care scheduling, budgeting, and supervisory principles. Also an introduction to basic principles involved in the education of health care personnel including educational planning, objective writing, and evaluation. Prerequisite: permission of instructor or completion of first year of RT program.

1 credit hour.

**RT250 Clinical Practice III**

A continuation of Clinical Practice II. Special emphasis placed on patient evaluation, and respiratory therapy education and management techniques. This may include rotations at secondary clinical affiliates.

3 credit hours.



## BUSINESS ADMINISTRATION DEPARTMENT

The Department of Business Administration accepts all students manifesting a sincerity of purpose, a commitment to work, and a desire to develop their potential. All efforts are devoted to engender in students the capacity to make sound judgments in their business careers and personal lives. The business curricula are designed to furnish the students with education which will prepare them to enter into the business community or to further their academic careers.

The Business Administration Department offers Baccalaureate degree programs in Accounting, Business Education, Management, and Marketing. Minors may also be earned in many of these programs. Associate degree programs are offered in Accounting, Economics, Management, Marketing, Real Estate, Retailing and four programs in the Secretarial area: Administrative Support, Executive, Legal and Medical.

Normally, a student will take a minimum of 24 semester credits in the major subject for a Baccalaureate degree (15-18 credits are required for a minor) and 15 for an Associate Degree. Each major program also has some requirements for supporting courses outside the major subject. In some cases these departmental requirements also serve to fulfill the general college requirements.

For guidance in scheduling see program listings and course descriptions (including prerequisites where applicable). All students should consult with their assigned faculty advisors periodically and review their checksheet of program requirements.

### Accounting

#### **M203-M204 Elementary Accounting**

**Fall-Spring Semesters**

An introduction to the principles and concepts of accounting. The first semester's work covers the complete accounting cycle, including preparation of financial statements. In the second semester, basic concepts, partnerships, corporations, systems, and accounting controls are studied.

3 class periods.

3 credit hours each semester.

#### **M301-M302 Intermediate Accounting**

**Fall-Spring Semesters**

A continuing study in depth of accounting principles and current concepts, in which theory and practice are reconciled. The student's analytical capacity is developed by use of the problem method throughout each semester. The basic principles of taxation and cost accounting are also introduced. These courses embody appropriate preparation for advanced accounting and an accounting career. Prerequisites: M203 and M204.

3 class periods.

3 credit hours each semester.

#### **M305 Taxation**

**Fall Semester**

An introduction to Federal, state and local taxation. Class work regularly includes preparation of principal tax reports, and analysis of the IRS code, state and local tax laws and regulations. Prerequisite: M204 or permission of the Instructor.

3 class periods.

3 credit hours.

**M350 Cost Accounting I****Fall-Spring Semesters**

Basic cost accounting principles and procedures are studied. Overhead distribution and cost control applications, as well as budgetary forecasting and standard costs. Prerequisite: M204 or permission of the instructor.

3 class periods.

3 credit hours.

**M351 Cost Accounting II****Spring Semester**

A further study of Cost Accounting and its use as a tool of management. The course stresses the analysis and presentation of accounting data for use by management in decision making and planning. Subject area to cover includes cost allocation, inventory planning and control, joint-product costs and by-product costs, cost behavior patterns, and sales and production mix. Prerequisite: M350.

3 class periods.

3 credit hours.

**M401 Advanced Accounting****Fall Semester**

A continuing study in depth of accounting principles and current concepts in which theory and practice are reconciled. This is a senior level course required of all accounting majors. Prerequisite: M302.

3 class periods.

3 credit hours.

**M402 CPA Problems****Spring Semester**

The study of CPA problems emphasizing the development of the analytical capacity for those students interested in public accounting. Problem solving and intensive coverage of public accounting developments are given special attention. The four basic areas of the CPA examination will be reviewed with special emphasis on Accounting Practice and Accounting Theory. Prerequisite: M401.

3 class periods.

3 credit hours.

**M403 Auditing****Spring Semester**

A study of audit principles and current procedures, including special techniques in the prevention and detection of fraud, preparation of audit reports and working papers, and internal audit methods. Special attention is given to ADP audit procedures, preparation of audit programs, and AICPA requirements with respect to certification. Prerequisites: M302 or permission of the instructor.

3 class periods.

3 credit hours.

**M405-M406 Accounting Internship****Fall-Spring Semesters**

Planned and supervised work experience at selected cooperating firms. Supplementary training conference, reports and appraisals. Prerequisite: Junior Standing and departmental approval of each student participant's individual program. Credit awarded will be based on length and scope of each program.

2—6 credit hours each semester.

**M498-M499 Independent Study****1 to 3 credits each Semester**

The Independent Study Program affords an opportunity for the student who wishes to undertake a well defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

## Business Education

### **M165 Mathematics of Business**

**Fall-Spring Semesters**

A study of basic computational procedures with application to problems of everyday business practice. Survey includes computation of taxes, insurance rates, interest, annuities, retail prices, wages, and depreciation. (Not open to junior & senior-level business administration majors without permission of faculty advisor)

3 class periods.

3 credit hours.

### **M181 Secretarial Orientation**

**Fall-Spring Semesters**

An introduction to the word usage, grammar, punctuation, manners, practices, duties, and capacities required of the secretary in the business or professional fields.

1 class period.

1 credit hour.

### **M183 Elementary Typewriting I**

**Fall Semester**

Designed for students with no or limited previous training in typewriting. Development of basic keyboard skills within prescribed standards in the preparation of letters and various business forms.

4 class periods.

2 credit hours.

### **M184 Elementary Typewriting II**

**Spring Semester**

A continuation of M183. Emphasis is placed on further development of basic skills in the preparation of more advanced business forms and letters. Prerequisite: M183 or equivalent.

4 class periods.

3 credit hours.

### **M185 Intermediate Typewriting I**

**Fall Semester**

Designed for students with previous training in typewriting. Further development of typing skills based on prescribed standards. Emphasis is placed upon accuracy and speed in the preparation of letters, tabulations, rough drafts, manuscripts, business forms, and other business correspondence. Prerequisite: M183 or equivalent.

4 class periods.

2 credit hours.

### **M186 Intermediate Typewriting II**

**Spring Semester**

A continuation of M185 with further development and refinement of typewriting skills. Prerequisite: M185 or equivalent.

4 class periods.

3 credit hours.

### **M191 Shorthand I (Gregg Diamond Jubilee Series)**

**Fall Semester**

The development of the theory of writing Gregg DJS system. Emphasis is placed on reading, writing, and transcribing skills applicable to shorthand to attain prescribed standards.

5 class periods.

3 credit hours.

### **M192 Shorthand II**

**Spring Semester**

Includes a review of the Gregg Diamond Jubilee Series shorthand system as applied to writing common business terminology. Emphasis is placed on dictation speed and non-shorthand transcription factors to attain prescribed dictation speeds transcribed in mailable form. Prerequisites: M191 and M183 or equivalents.

5 class periods.

3 credit hours.

**M194 Introduction to Machine Transcription****Spring Semester**

Designed to acquaint the student with machine transcription applications in order to attain acceptable speed and accuracy based on prescribed standards. Prerequisite: M183 or equivalent. This is required of secretarial majors not taking M192.

1 class period and 1 practice period. 1 credit hour.

**M283 Shorthand and Transcription****Fall Semester**

Designed to build and expand the shorthand vocabulary germane to the student's area of concentration. Sustained dictation and mailable transcription of correspondence incorporating this shorthand vocabulary is emphasized. Prescribed standards of speed and accuracy are emphasized. Prerequisites: M184 and M192 or equivalents.

5 class periods. 3 credit hours.

**M286 Business Machines****Fall-Spring Semesters**

Principles of operating the adding and calculating machines used in modern accounting and business offices are emphasized. Prescribed speed and accuracy standards are employed.

2 class periods. 1 credit hour.

**M287 Secretarial Procedures****Fall Semester**

Basic knowledge in the numerous skills and procedures required in an office. Includes instruction in the preparation of business reports and forms, filing, duplication, and office communication. Prerequisite: M184 or equivalent.

3 class periods. 3 credit hours.

**M292 Office Simulations****Spring Semester**

This is an advanced-level course designed to develop the operational and managerial competencies needed by the top-level secretary. Word processing applications using simulation packets and machine transcription will be used to develop these skills germane to the student's area of secretarial concentration; an analysis of interpersonal relations in the office also receives coverage. Prescribed standards of speed and accuracy are emphasized. Prerequisite: M287 or equivalent.

6 class periods and 2 practice periods. 5 credit hours.

**M372 Principles of Business Education****Spring Semester**

A study of the principles and problems of business education today; research, standards, guidance principles, follow-up and survey studies, courses of study, public relations, and current legislation of vocational business education are emphasized. The design of the secondary curricular structure is also discussed. Prerequisite: Junior or Senior standing

3 class periods. 3 credit hours.

**M471 The Teaching of Business Subjects****Fall Semester**

Historical perspective on the development of the business education curriculum in public schools, objectives, methods, and special considerations in the planning, organizing, teaching, and evaluating of business subjects taught in secondary schools. Prerequisite: Junior or Senior standing.

3 class periods and 1 one-hour laboratory period      3 credit hours.

**Economics****M221 Principles of Economics****Fall Semester**

A microeconomic study of the functioning of a free enterprise system. Price and output determination is explained by the interaction of supply and demand, the behavior of the firm and the household, and the impact of various market structures.

3 class periods.      3 credit hours.

**M222 Principles of Economics****Spring Semester**

A macroeconomic study of the functioning of the American economy. Fiscal policy, monetary policy, and international economics are analyzed in order to understand our economic environment. M221 is *not* a prerequisite to M222.

3 class periods.      3 credit hours.

**M311 Investments****Fall Semester**

A study of the principles and guidelines for effective individual as well as institutional investment. Various types of stocks, bonds, mutual funds, commodities, real estate, insurance and other forms of investment are analyzed as vehicles for attaining multiple objectives. Prerequisites: M221 and M222.

3 class periods.      3 credit hours.

**M325 Economic Analysis  
(Microeconomics)****Fall, even numbered years**

A study of the theory of value and distribution. Prerequisites: M221 and M222.

3 class periods.      3 credit hours.

**M332 Money and Banking****Fall Semester**

An analysis of money and credit and their relation to economic activity and prices; organization, operation, and functions of the commercial banking system; structure, objectives, functions, and instruments of control of the Federal Reserve System; monetary policy and international financial relationships. Prerequisite: M221 and M222.

3 class periods.      3 credit hours.

**M340 Monetary Policy****Spring, even numbered years**

A comparison and evaluation of monetary theories explaining levels and structure of interest rates, national income, and prices. Examines application of these theories to formulation and execution of United States monetary policy, fiscal policy, and debt management. The interaction of effects of international financial developments and domestic economy and policies is also included. Prerequisite: M332.

3 class periods.      3 credit hours.

**M349 Introduction to Finance****Fall Semester**

An analysis of the financial problems of business; current and long term requirements for capital; analysis of the capital structure; characteristics of various types of securities and security marketing. Prerequisite: M204.

3 class periods.

3 credit hours.

**M411 Bank Management****Spring Semester**

Practical aspects of commercial bank management; bank operations; the management of lending; management of liquidity resources; bank investment portfolio problems; funds management; personal money management. Prerequisites: M332, M349.

3 class periods.

3 credit hours.

**M413 Banking Internship**

Planned and supervised work experience at selected cooperating firms. Supplementary training conference, reports and appraisals. Prerequisite: Junior Standing and departmental approval of each student participant's individual program. Credit awarded will be based on length and scope of each program.

2—6 credit hours each semester.

**M426 Economic Analysis  
(Macroeconomics)****Spring, odd numbered years**

Survey of monetary theory through its historical development and in its present state; National Income Analysis; Business Cycles; Fiscal and Monetary Policies. Prerequisite: M332.

3 class periods.

3 credit hours.

1

**M428 International Economics****Spring Semester**

A study of international economics with attention directed toward foreign exchange, international trade, and theories of economic growth. Prerequisites: M221 and M222.

3 class periods.

3 credit hours.

**M498, M499 Independent Study****1 to 3 credits each semester**

The Independent Study Program affords an opportunity for the student who wishes to undertake a well defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

## Management

### **M103 Introduction to Business**

**Fall-Spring Semesters**

An introduction to the opportunities, responsibilities, and requirements in the field of business. The semester covers the environment of business, types of business enterprises and principles of organization and management; field trips and guest speakers are also utilized.

3 class periods.

3 credit hours.

### **M205 Principles of Management**

**Fall-Spring Semesters**

This course involves the basic management fundamentals with particular attention to problems of first line supervisors: communication, discipline, leadership, planning, organizing, hiring, relations with superiors and subordinates.

3 class periods.

3 credit hours.

### **M266 Introduction to Data Processing**

**Fall-Spring Semesters**

This course is designed to acquaint the student with the equipment and methods employed in automated data processing systems and to enable the student to gain an understanding of uses and results of data processing as applied to modern business and industry. Elementary Fortran IV is taught to demonstrate the logic of the computer and the relationship between hardware, software and the personnel who use the computer.

3 class periods.

3 credit hours.

### **M267 Principles of Business Data Processing**

**Spring Semester**

Applications of digital computers to problems in data processing using the elementary COBOL language. Examples will be taken from accounting, record updating, inventory control and report generation. Other subjects will include use of library programs and data base. Prerequisite: M266.

2 class periods.

3 credit hours.

1 three-hour laboratory period.

### **M308 Management Accounting**

**Spring, odd numbered years**

Emphasizes the preparation, interpretation and use of accounting data for all elements of corporate internal management. The work includes: (a) analysis of financial statements, (b) cost and pricing practices, (c) budgeting and financial decision-making, (d) operational controls, and (e) current quantitative techniques. Prerequisites: Upper class standing and M204.

3 class periods.

3 credit hours.

### **M310 Quantitative Analysis for Management Decisions**

**Fall Semester**

Application of mathematical modeling techniques to management decision problems. Survey includes models of decision making under uncertainty, linear programming, inventory control and network analysis. Prerequisites: S153 and S265 or equivalents.

3 class periods.

3 credit hours.

### **M331 Labor Relations**

**Fall Semester**

A study of problems in labor relations in the United States including the history and development of labor unions, their objectives, structure, government and internal management; collective bargaining unit emphasis on contract negotiation and arbitration; public policy, including labor legislation. Prerequisite: M205 or equivalent.

3 class periods.

3 credit hours.

**M343 Production/Inventory Control****Spring Semester**

The organization, application and objectives of production control as it relates to all phases of manufacturing operations. Prerequisite: S265.

3 class periods.

3 credit hours.

**M345 Business Law I****Fall Semester**

A study of the development of the Uniform Commercial Code, the Pennsylvania legal system, existing courts and procedures; fundamental study of the law of contracts, agency and commercial paper, and the effect, relationships, rights and obligations arising therefrom.

3 class periods.

3 credit hours.

**M346 Business Law II****Spring Semester**

A study of the effects, rights, and obligations arising from partnerships, corporations, personal property, secured transactions, sales, bailments, common carriers, real estate, judgments, documents of title, and debtor-creditor relationships. Prerequisite: M345 or equivalent.

3 class periods.

3 credit hours.

**M348 Personnel Relations****Spring Semester**

This course explores theories and concepts of human relations in organizations. It involves group dynamics and consideration of the informal as well as the formal organization. In considering the role of a personnel department, emphasis is placed on the employment process and on building an effective organization. Prerequisite: M205 or equivalent.

3 class periods.

3 credit hours.

**M353 Transportation and Traffic****Spring Semester**

(For description see page 130).

**M354 Insurance****Fall Semester**

A basic introduction to the fundamentals of life, property and casualty insurance, with emphasis on the various types of risks, contract analysis, and cost. Prerequisite: M205 or permission of instructor.

3 class periods.

3 credit hours.

**M356 Production/Operations Management****Fall Semester**

The principles of factory organization, planning, equipment, production processes, product development, research, work measurements, costs, and procurement. Prerequisite: S265.

3 class periods.

3 credit hours.

**M364 Statistical Analysis for Management Decisions****Spring Semester**

The application of statistical techniques to management decision problems. Survey includes techniques of probability sampling, linear and non-linear regression, time-series analysis and selected non-parametric methods. Prerequisites: S153 and S265 or equivalents.

3 class periods.

3 credit hours.

**M411 Bank Management****Spring Semester**

(For description see page 126).

**M441 Seminar in Management****Fall-Spring Semesters**

A senior course designed for development of managerial skills and understanding. A computer assisted business simulation exercise is used along with group action, organizational development and evaluation. Prerequisite: Senior standing.

3 class periods.

3 credit hours.

**M442 Business and Society****Fall Semester**

A brief study of the interaction of government and business operations, and their impact on Society. Prerequisite: M221 or M222. (See Economics.)

3 class periods.

3 credit hours.

**M446 Administrative Management****Fall-Spring Semesters**

Examines in detail the fundamental management processes of planning, organizing, directing and controlling that are involved in the management of all types of organizations, public and private. Applies management theories to the principal kinds of organizational problems that require management attention and decision. Extensive use of case analyses. Prerequisite: Senior standing.

3 class periods.

3 credit hours.

**M447-M448 Management Internship**

Planned and supervised work experience at selected cooperating firms. Supplementary training conference, reports and appraisals. Prerequisite: Junior standing and departmental approval of each student participant's individual program. Credit awarded will be based on length and scope of each program.

2—6 credit hours each semester.

**M498, M499 Independent Study****1 to 3 credits each Semester**

The Independent Study Program affords an opportunity for the student who wishes to undertake a well defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

## Marketing and Retailing

### **M261 Advertising**

**Fall-Spring Semesters**

The organization and functions of advertising from the viewpoint of management; types of advertising, media selection and evaluation, preparation of copy, and layout.

3 class periods.

3 credit hours.

### **M262 Principles of Marketing**

**Fall-Spring Semesters**

A study of market research, the methods and people involved in bringing to the consumer the variety of goods and services produced through industry and agriculture.

3 class periods.

3 credit hours.

### **M277 Salesmanship**

**Fall Semester**

A study of selling fundamentals including personality development, the psychological principles of selling, customer attitudes and demand factors, the selling process, and the applications of the selling principles by various types of business outlets.

3 class periods.

3 credit hours.

### **M278 Principles of Retailing**

**Fall-Spring Semesters**

A comprehensive course emphasizing the specific activities of management, merchandising and promotional functions required in the operations of a retail outlet in a competitive business environment. Prerequisite: M262 or permission of instructor.

3 class periods.

3 credit hours.

### **M353 Transportation and Traffic**

**Spring Semester**

An introductory course presenting the current patterns of transportation, traffic practices and procedures. Consideration is given to the related problems of management, including costs, warehousing, plant and terminal facilities, personnel, equipment utilization, packaging and customer service. Prerequisite: M205 or permission of instructor.

3 class periods.

3 credit hours.

### **M365 Industrial Marketing**

**Spring Semester**

A study of the principles and practices employed in distributing industrial goods and services; channels of distribution, pricing, service and delivery; industrial purchasing; sales policies. Prerequisite: M262.

3 class periods.

3 credit hours.

### **M366 International Marketing**

**Fall Semester**

A study of the marketing functions from the viewpoint of the international executive. In addition to the coverage of international marketing policies relating to product adaptation, channels of distribution, pricing, communications and cost analysis, consideration is given to the cultural, legal, financial and organizational aspects of international marketing. Prerequisite: M262.

3 class periods.

3 credit hours.

**M369 Retail Buying and Merchandising****Spring Semester**

The buyer: functions and responsibilities; pre-buying preparation; selecting new lines; ordering. Resident buying. Buying and merchandising. Trends and procedures in fashion buying. Prerequisite: M278 or permission of instructor.

3 class periods.

3 credit hours.

**M360 Consumer Behavior****Fall Semester**

An analysis of consumer behavior with reference to spending and saving habits, product preferences, shopping behavior, leisure time patterns, social change and mobility and the influence of advertising, selling and fashion trends. Prerequisite: M262.

3 class periods.

3 credit hours.

**M370 Sales Promotion****Spring Semester**

Managerial control of sales development, with particular reference to direct mail advertising, sampling, premiums, sales and consumer contests, consumer education and dealer relations and the relation of these to sales force and advertising operation. Prerequisite: M277 or permission of instructor.

3 class periods.

3 credit hours.

**M462 Marketing Research****Fall Semester**

Managerial uses of marketing research in formulating marketing strategy; includes determination of situations requiring research, appraisal of alternative research methods and evaluation of studies, including theoretical concepts in research methodology. Prerequisites: M265, M262 and Senior Standing.

3 class periods.

3 credit hours.

**M465 Marketing Policies and Strategies****Spring Semester**

This course is designed to develop an overall approach to the various functions of marketing and the understanding of marketing from the viewpoint of the chief executive. Emphasis on integration, inter-relationships with other business functions. Prerequisites: Senior Standing and M310 or M364.

3 class periods.

3 credit hours.

**M467, M468 Marketing Internship**

Planned and supervised work experience at selected cooperating firms. Supplementary training conference, reports and appraisals. Prerequisite: Junior Standing and departmental approval of each student participant's individual program. Credit awarded will be based on length and scope of each program.

2—6 credit hours per semester.

**M498, M499 Independent Study****1 to 3 credits each Semester**

The Independent Study Program affords an opportunity for the student who wishes to undertake a well defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

## Real Estate

(These courses generally meet one night per week for three hours and for ten weeks)

### **M150 Fundamentals of Real Estate**

**Fall-Spring Semesters**

Designed to give the student an understanding of the basics of real estate practice. Includes: the concept of property, agency relationships between parties concerned, brokerage, sales, financing, trading, major instruments used, calculations required and ethical considerations.

2 credit hours.

### **M151 Real Estate Financing**

**Fall Semester**

An elemental course in the fundamentals of real estate financing. Included are the history and theory of financing and the types, source of funds, mortgage banking for all kinds of lending institutions, Federal government financing, commercial and industrial financing and analysis of actual procedures used.

2 credit hours.

### **M152 Real Estate Law**

**Spring Semester**

A course fundamental in design to acquaint the student with the laws involved in the practice of real estate with emphasis on the laws of the Commonwealth of Pennsylvania. Studies in the purpose of the law, rights of persons in real estate, the concept of private property in relation to the government, types of property and the interests therein, restrictions, liens and incumbrances, instruments used, methods of transfer and recording the Pennsylvania Real Estate Brokers' Act and the rules and regulations thereunder.

2 credit hours.

### **M153 Real Estate Appraisal — I**

**Fall Semester**

A basic course in the fundamentals covering all real property appraising concepts and the technical skills employed in their applications to residential property. This course is an authoritative introduction to the field of real property valuation designed for the beginner appraiser, real estate broker, lender, builder and assessor.

2 credit hours.

### **M154 Real Estate Appraisal — II**

**Spring, odd numbered years**

An advanced course, real estate appraising studied in depth. A follow up of the first course to consider commercial, industrial and income producing properties. Prerequisite: M153 Real Estate Appraisal I.

2 credit hours.

### **M155 Principles of Real Estate Management**

**Fall Semester**

A basic course in the principles of real estate management to include its scope, nature and history. Studies to include the nature of real estate markets, property neighborhood and population analysis, merchandising rental space, leases of all types, credit and collections, tenant and public relations, maintenance and management as it relates to syndicate, corporate and cooperative ownership.

2 credit hours.

**M156 Analysis of Residential Construction****Spring Semester**

In this course, the construction and building of a single family dwelling will be the topic. Studies will cover frame, masonry, pre-cut, prefabricated and modular homes. Plot plans, landscaping, floor and room design and specifications will be the subject covered.

2 credit hours.

**M131 Land Use, Planning, Control****Spring, even numbered years**

Planning and control of land use, environmental and zoning studies, planned developments: residential, commercial, industrial and the completely inclusive development. Mobile home parks, governmental programs and the emerging developmental trends. Prerequisite: M150.

2 credit hours.



## EDUCATION DEPARTMENT

- A. *Purposes and Programs.* York College seeks to develop effective teaching behavior and a commitment to teaching among its Education majors. The following programs are offered:

*Elementary Education* (Grades K-6)

*Secondary Education:*

Communications (English)

Social Studies

*Business Education:*

Secretarial

Accounting

Marketing

Typewriting

- B. *Admission to, and Retention in, Teacher Education.* Students apply for admission to a teacher education program by presenting the appropriate form to the Education Department Chairman and to the Chairman of their Academic Department. Upon acceptance, the appropriate department chairman will assign the student a faculty advisor. Elementary Education majors are advised by the Education faculty; majors in secondary education will be advised by a faculty member in the student's academic major. To be eligible for institutional endorsement for certification, students are required to earn "C" or better marks in coursework as follows:
1. Required education and psychology courses as applicable to their program (EE201, EE301, EE302, EE303, EE304, SE350, SE351, EE401, EE402, EE403, EE404, or EE405, B363 and B366).
  2. *Elementary:* E101, E102, E204, S151 or S152, BS101 or another science course, and area concentration courses as designated on major's check-sheet.
  3. *Secondary:* At least 70% of coursework in specialization area as designated on major's check-sheet.
- C. *Experiences with Students.* All Education majors will be provided background experiences in working with students in tutorial and instructional activities. Students will be assigned to local schools for observational and participatory experiences prior to their student teaching experience.
- D. *The Professional Semester.* Education majors file a written application for admission as Seniors to the Professional Semester. A \$65.00 fee must be deposited at the Business Office before submitting the application. Forms are available from the Education Department; these must be completed and



returned by the end of the Fall Semester preceding the academic year in which enrollment in the Professional Semester is desired.

Applicants are reviewed by faculty committees and notified of action taken prior to registration for Senior offerings. A student who has not removed deficiencies in his professional courses, concentration or specialization courses, or who is on academic probation will *not* be enrolled in the Professional Semester. *A student enrolled in the Professional Semester carries no other coursework.* If accepted for the Professional Semester, the \$65.00 deposit is credited toward the student teaching fee and the fee for an Instructional I Teaching Certificate; if denied enrollment, the deposit is refunded. During the Professional Semester, the student first takes three courses intensively for six credit hours; during the last part of the semester, he engages in a full-time student teaching assignment in a cooperating school.

- E. *Student Teaching.* The College endeavors to make suitable student teaching arrangements for all students admitted to the Professional Semester; it cannot guarantee assignments. Wide variance among schools in such matters as professional standards, faculty decorum and dress codes, and policies in respect to the number and type of student teachers to be accepted necessitates that the College operate within such external impositions. Accordingly, student teachers adhere to the school calendar, policies and practices prevalent in the school to which assigned. York College provides liability insurance for its student teachers.
- F. *Teacher Certification and Placement Services.* Upon successful completion of an approved teacher education program, the award of a baccalaureate degree, and institutional endorsement to the appropriate state agency, a graduate is awarded a teaching certificate.  
Bona fide teacher education students register with the College Placement Office to establish referral credentials and contact prospective employers.

### **EE104 College Reading Improvement and Study Skills**

**Fall-Spring Semesters**

A developmental course in reading comprehension, vocabulary expansion, and speed of reading. A significant part of the course is devoted to assisting the student in developing effective study skills.

3 class periods.                      3 credit hours.

## **Professional Education**

### **EE201 Elementary Curriculum I**

**Fall Semester**

Preparation for, and practice in, teaching communication skills in the elementary school. Potential elementary teachers are provided the essential techniques, approaches and familiarity with materials needed to assist the child in developing the fundamental skills of oral and written communications. An important segment is devoted to children's literature: teacher awareness and appreciation of its role and the utilization of "trade books" within the curriculum.

3 class periods.                      3 credit hours.

### **EE210 Early Childhood Curriculum**

**Spring Semester**

A course designed for the individual who is interested in working with pre-school children. Emphasis is on the pre-school child, types of schools and programs for pre-school children, teaching techniques and strategies to be employed with this age group and recent trends in early childhood education.

3 class periods.                      3 credit hours.

**EE211 Practicum in Early Childhood Education****Fall Semester**

This course provides the student with experiences in an early childhood setting in nursery schools and day care centers in York County. Under the supervision of the College and the cooperating institution staff, the student engages in planning, conducting and evaluating classroom learning activities.

1 class period and arrangements  
with cooperating institutions. 1-4 credit hours.

**EE221 Introduction to American Education****Fall Semester**

Emphasizes the role of the school in the societal setting, the functions of schools in a changing society, community and governmental influences upon education, the school as both producer and product of social change, and the historical development of schools in America. Relates the teacher's roles and surveys philosophical influences.

3 class periods. 3 credit hours.

**EE301 Developmental Reading****Fall Semester**

Surveys the development of reading instruction in American schools with emphasis upon the psychological basis of the reading process and the perceptual nature of the reading act. Provides functional familiarity with methods of teaching reading in both the elementary and secondary levels. Reviews both research and current practical applications for developing content area reading skills in the areas of word recognition and comprehension. Introduces terminology and current theories in the field of reading.

3 class periods. 3 credit hours.

**EE302 Diagnostic and Remedial Reading****Spring Semester**

Surveys problems in diagnosing and handling of pupils' reading difficulties to include appraisal techniques, procedures, and materials for corrective and remedial instruction. Prerequisite: EE301.

3 class periods. 3 credit hours.

**EE303 Elementary Curriculum II****Fall Semester**

Preparation for, and practice in, teaching elementary school science and mathematics. Emphasis is placed upon the inquiry approach, the development of concepts and conceptual approaches to teaching, strategies employed in providing background knowledge, solution-centered questioning skills, class organization and grouping modes, and planning and assessment procedures. Prerequisites: B363 and EE221 or permission of the instructor.

3 class periods. 3 credit hours.

**EE304 Elementary Curriculum III****Spring Semester**

Preparation for, and practice in, teaching elementary school social studies. Course content deals with recent techniques, developments in approaches, and methods and materials for teaching social studies. Prerequisites: B363 and EE221 or permission of the instructor.

3 class periods. 3 credit hours.

**EE306 (CPR) Cardio Pulmonary Resuscitation**

This course deals with the techniques involved with cardio pulmonary resuscitation. These include rescue breathing, external heart compressions, relieving airway obstructions, etc. The course will be integrated with lectures, practice work with mannequins and discussions of prudent heart living. Upon successful completion of the course, nationally recognized certification will be awarded.

2 class periods. 1 credit hour.

**EE308 Prevention and Immediate Treatment of Athletic Injuries**

This course is designed to provide the student with the insights and skills necessary to administer emergency first aid to accident or injury victims and to supply insights into both the safe utilization of athletic equipment and the guidelines for physical conditioning to minimize frequency of accidents. Students will also be informed of the equipment and therapeutic procedures utilized in treatment of common athletic injuries.

3 class periods. 3 credit hours.

**EE309 Principles of Athletic Coaching**

A course designed to supply students with an ethically and educationally sound philosophy underlying the inclusion of competitive athletics in the education program. It is designed to provide a background of psychological and physiological insights to enable the beginning coach to effectively teach individual and group motor skills.

3 class periods. 3 credit hours.

**EE310 Physical Education and Recreational Activities**

This course will provide an appreciation of elementary age level growth patterns, cardio-vascular and muscular limitations and development of basic neuro-muscular learning. Background insights will be followed with a development of a complete program of both individual and group rhythmic games and dances for elementary school level.

3 class periods. 2 credit hours.

**EE401 Instructional Media****Fall-Spring Semesters**

Surveys principles underlying the use of audio-visual materials and devices in teaching and the utilization of teacher-made and commercial materials. Through laboratory work, the prospective teacher acquires skill in the use of typical classroom hardware and software items. Prerequisite: Admission to the Professional Semester.

2 class periods.

2 credit hours.

1 laboratory period.

**EE402 Professional Orientation and School Law****Fall-Spring Semesters**

Reviews public school structure and organization in terms of the teacher's role and his relationships with school board, administrators, supervisors, other professional and para-professional personnel, and school patrons. Familiarization with the legal foundations applicable to employment and functioning in a public school setting. Prerequisite: Admission to the Professional Semester.

2 class periods.

2 credit hours.

**EE403 Educational Evaluation****Fall-Spring Semesters**

Focuses upon principles and procedures underlying measurement and evaluation of learning, writing of behavioral objectives, construction of tests and test items and criteria for and evaluating commercially-available tests. Is combined with statistical treatment and interpretation of test scores, and procedures for appraising and reporting pupil progress. This course is conducted primarily on a self-pacing basis. Prerequisite: Admission to the Professional Semester.

2 class periods.

2 credit hours.

**EE404 Directed Observation  
and Student Teaching****Fall-Spring Semesters**

Under the supervision of college and cooperating school staff, the student engages in the actual planning, conduct and evaluation of classroom learning activities. Focusing upon integration of all aspects of the practicum is an integral part of the course. Prerequisite: Admission to the Professional Semester, and successful completion of Ed. 401, Ed. 402 and Ed. 403. Course Fee: \$65.00

Unit A — Bus. Ed.

Unit C — Social Studies

Unit B — Communications

Unit D — Elem. Ed.

Full-time by appointment during last part of semester. 8 credit hours.

**EE405 Independent Study in Education** **Fall-Spring Semesters**

This offering is intended only for Education majors of Senior standing who do not engage in student teaching. Under the direction of designated departmental faculty, the student engages in research or developmental activities specifically related to a topic or project approved by the Departmental Chairman. The student is required to submit tangible evidence of his activities and resultant growth for evaluation. Prerequisite: Admission to the Professional Semester and permission of the Departmental Chairman.

Full-time, by appointment during last part of semester. 8 credit hours.

**EE407 Reading Readiness and Informal Early Reading Procedures**

A study of the significance of the interaction between the home and the school in preparing the child for reading. Emphasis is placed on the use and limitations of reading readiness tests, mental age, concept of reading readiness, content of reading readiness programs, assessment of the child's readiness for reading instruction, and reading readiness instructional techniques.

3 class periods. 3 credit hours.

**EE408 Current Issues in Reading**

Reviews the teacher's role in arranging adequate scope, sequence, and reading activities according to current trends in reading. Reviews special problems with exceptional children in classroom settings. Surveys the current models of reading being used.

3 class periods. 3 credit hours.

**EE409 Internship in Reading**

A closely supervised program that provides students with experience in Reading Centers in elementary schools under the guidance of the reading teacher and the college instructor. Prerequisites: EE301-302.

1 class period. 3 credit hours.  
10 hours per week in field work.

**EE410 The Psychology of Reading**

A course designed to provide teachers, clinicians, and other professional educators with an understanding of the mental processes of reading. Emphasis is placed on concepts that enable educators to transform psychological theory into classroom practices. Prerequisites: EE301-302.

3 class periods. 3 credit hours.

**EE411 Senior Education Seminar**

A weekly seminar conducted during the professional semester. The seminar is required for all student teachers and is designed to focus upon the integration of all aspects of the student teaching experience.

2 hours per week. 2 credits.

**EE498, EE499, SE498, SE499 Independent Study****1 to 3 credits each Semester**

The Independent Study Program affords an opportunity for the student who wishes to undertake a well defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

**SE350 The Secondary School Experience****Fall Semester**

The responsibility of teaching, teacher, learning and learner comes into focus as the educational experiences of the adolescent are studied. Individual and group projects delve into the domain of secondary curriculum. The development and direction of the American secondary school system is investigated through the cooperative efforts of student and teacher. Issues and problems are researched as to their genesis, growth, and influence on today's classroom. Curricular materials, guides, projects, and approaches are reviewed and then compared to the identified needs of society and the individual. Prerequisite: B363, or permission of the Department Chairman.

3 class periods.

3 credit hours.

**SE351 Teaching Strategies****Spring Semester**

Students and instructor share in the development, presentation, and evaluation of individual mini-lessons. Micro-teaching techniques are used with videotaping procedures to practice and improve lesson presentation skills. Concentrated efforts are targeted to the development of techniques and methods that best enhance classroom learning. Discussion and field observations combine to lend credence to course assignments and to give students direct experience with professional practices. Prerequisites: SE350, B363, or permission of the Department Chairman.

3 class periods.

3 credit hours.

**SE352 Teaching Social Studies  
in the Secondary School****Spring Semester**

The focus of this course is to research various social studies course curricula and methodological approaches. This is coupled with mini-lessons related to student-selected themes of interest in any one, or combination of, the social studies disciplines. This is done within the framework of the microteaching concept wherein specific presentation skills and organization is critiqued with the aid of video tape. Consideration is thus mainstreamed toward investigating the various approaches to the social studies and "how" they might best be integrated into a classroom of secondary students.

3 class periods.

3 credit hours.

## PHYSICAL EDUCATION

Courses in physical education help in the maintenance of fitness and are intended to enable students to develop skills, a knowledge of the rules and other aspects of the activities offered. Physical education skills courses may not be counted as part of the minimum credit hours required for graduation.

### Team Sports

The team sports curriculum is arranged in combinations of two sports per semester, one indoors and one outdoors. The instruction in each team sport emphasizes rules, proper use of equipment, performance technique and skill plus insights into strategy, terminology and history of the sports being studied.

Each team sport combination has 2 class periods per week for 1 credit hour. The combinations offered are:

- PE100 Touch Football & Wrestling (Men)
- PE101 Soccer and Volleyball (Men)
- PE102 Softball and Basketball (Men)
- PE103 Field Hockey and Volleyball (Women)
- PE104 Softball and Basketball (Women)

### Individual Sports

#### PE109 Archery and Ice Skating (Coed)

A brief survey of the skills and safety factors and their application to archery target shooting. Also ice skating at the local rink.

2 class periods. 1 credit hour.

#### PE110 Beginning Bowling (Coed)

An introductory course with special emphasis on equipment, rules, terminology, techniques of participation, etiquette, handicaps and league play.

2 class periods. 1 credit hour.

#### PE112 Folk and Square Dance (Coed)

A brief survey of the dances of various countries. Special emphasis will be placed on the schottische, polka, waltz, square dance and their historical derivation.

2 class periods. 1 credit hour.

#### PE113 Gymnastics and Apparatus (Coed)

An introduction to apparatus including balance beam, side horse, vaulting box, parallel bars, high bar, rings and trampoline. Emphasis will be placed on individual achievement.

2 class periods. 1 credit hour.

#### PE114 Tumbling and Stunts (Coed)

An introduction to tumbling covering a wide range of skills from the basic to the highly advanced with special emphasis on individual achievement. Also, partner, group tumbling and balance stunts will be utilized.

2 class periods. 1 credit hour.

#### PE115 Tennis and Badminton (Coed)

Emphasis will be placed on the history, equipment, rules strategy, terminology and techniques of participation of these popular individual sports.

2 class periods. 1 credit hour.

**PE117 Modern Dance (Women)**

A creative approach to movement exploration with special emphasis on dance as related to the specific art periods.

2 class periods. 1 credit hour.

**PE118 Physical Fitness and Conditioning (Men)**

A course designed to improve basic physical abilities such as strength, endurance, and neuromuscular coordination. Concentration is upon individual activities and individual improvement of his physical well-being.

2 class periods. 1 credit hour.

**PE119 Slimnastics (Women)**

This course is designed to improve basic physical assets. Concentration is upon individual activities and individual improvement of her physical well-being.

2 class periods. 1 credit hour.

**PE130 Elementary Self-Defense (Women)**

This course deals with the theory and techniques of self-defense. The content focuses on the techniques for eliminating dangers from daily living, methods for recognizing and avoiding dangers, and skills and strategies for employing physical defense when necessary.

2 class periods. 1 credit hour.

**PE131 Athletic Officiating of Women's Sports (Coed) Fall Semester**

This course deals with the studying of the rules and techniques involved in officiating women's field hockey, volleyball and/or basketball which will lead to a rating in these sports. Prerequisite: Interscholastic or intercollegiate experience in the sport which you are interested in officiating.

2 class periods. 1 credit hour.

**PE134 Basic Concepts of Physical Activity (Coed)**

An introduction to the purposes of physical activity with emphasis on its basic knowledges, principles and values. The course is designed to help the student make decisions about personal exercise and physical fitness programs for now and the rest of his life. The classes will be lecture-labs in which the student will be involved in physical activity.

2 class periods. 1 credit hour.

**Aquatic Activities****PE120 Beginning Swimming (Coed)**

An introduction to the recreational sport of swimming with emphasis placed upon elementary strokes, dives, survival techniques and applications of basic mechanical principles to safe aquatic activities. Nationally recognized certification issued upon completion of course requirements and student request.

2 class periods. 1 credit hour.

**PE121 Intermediate/Advanced Swimming (Coed)**

Prerequisite is completion of PE 120 Beginning Swimming or demonstration of equivalent skills. Beginning skills are reviewed and more difficult aquatic activities are introduced. Special emphasis will be placed on strokes, dives, and methods of personal safety and self-rescue. Preparatory skin diving techniques are introduced. Nationally recognized certification issued upon completion of course requirements and student request.

2 class periods. 1 credit hour.



### **PE124 Lifesaving (Coed)**

Prerequisite is completion of PE121 Intermediate/Advanced Swimming or demonstration of equivalent swimming skills. Emphasis is placed on all aquatic skills required to become nationally certified in lifesaving. The areas of water safety, artificial respiration, first aid, and lifeguard techniques are also stressed. Nationally recognized certification issued upon completion of course requirements.

2 class periods. 1 credit hour.

### **PE125 Skin and Scuba Diving (Coed)**

Prerequisite is the passing of the Skin and Scuba entrance examination or the completion of PE121 or PE122. A complete course of all practical and necessary Skin Diving and Scuba Diving skills, and lectures with special emphasis placed on: Diving Physics, Diving Physiology, Diving Equipment, Underwater Environment, and Needed First-aid Procedures. Equipment fee \$15.00.

2 class periods. 1 credit hour.

### **PE126 Aquatic Leadership (Coed)**

Prerequisite is possession of current senior lifesaving certification. An instructor's course in swimming, diving, water safety, and lifesaving techniques. Special emphasis will be placed on techniques of aquatic instruction. An opportunity for practical teaching experience will be offered as required for certification. Nationally recognized certification issued upon completion of course requirements.

2 class periods. 2 credit hours.

1 laboratory period.

### **PE128 Instructor of Handicapped Swimming (Coed)**

**Fall Semester**

This course deals with the physiological and sociological ability or needs of the handicapped and the unique ability of the aquatic environment to satisfy many of these desires most effectively. The course will be integrated with lectures, pool work, and actual experience with the handicapped. With successful completion of the course, nationally recognized certification will be awarded. Prerequisite: PE126, Aquatic Leadership, or its equivalent.

2 class periods.

1 one-hour laboratory period.

2 credit hours.

## DEPARTMENT OF ENGLISH AND SPEECH

The Department of English and Speech offers courses leading to baccalaureate degrees in English and in Speech. In conjunction with the Department of Education it offers a program which qualifies Secondary Education majors for Pennsylvania certification to teach Communication courses in the secondary schools. In addition, the department offers an Associate of Science degree in Radio-Television. Specific requirements are listed in the "Program of Study" section of this catalog. Students interested in a program with a concentration in writing should see the department chairman.

English Composition, E101-102, is normally the prerequisite for other writing courses and for all literature courses. Introduction to Radio-Television, E230, is a prerequisite for all other Radio-Television courses. Well-qualified students may enroll in courses for which they do not have the prerequisites if they obtain the permission of the instructor. Unless specific prerequisites are noted, all courses are open to all students.

To remain a major in the Department of English and Speech a student must maintain at least a 2.0 cumulative average beginning with his Sophomore year, and must receive no grade lower than 2.0 in each course taken in the department (or in an equivalent course taken elsewhere). Requests for exceptions to this policy must be submitted in writing to the department chairman.

### **E100 Fundamentals of English**

**Fall-Spring Semesters**

A course emphasizing the fundamentals of English usage, spelling, punctuation, sentence construction, and paragraph writing. Enrollment is at the discretion of the Department.

3 class periods.      3 credit hours.

### **E101-E102 English Composition**

**Fall-Spring Semesters**

Study and practice in the principles and techniques of expository writing, including the writing of research papers. During the second semester, emphasis is placed upon the use of literary selections as stimuli for writing assignments.

3 class periods.      3 credit hours each semester.

### **E125 Radio-Television Speaking**

**Fall Semester**

An introduction to and practice in the variety of vocal and intellectual skills required by performers in radio-television, including announcing, interviewing, discussion moderating, and announcer-operated electronic equipment. Emphasis will also be given to the development of vocabulary.

3 class periods.      3 credit hours.

### **E150 Beginning Sign Language**

**Fall-Spring Semesters**

An introduction to manual communication skills including the American Manual Alphabet, approximately 550 basic signs, and the history and place of manual communication in society.

2 hours of laboratory.      1 credit hour.

### **E204 Introduction to Speech**

**Fall-Spring Semesters**

An introduction to the dynamics of interpersonal communication, including the presentation of communication models with emphasis on problems and barriers, leading to an understanding of the skills and techniques needed for effective public

speaking. The student will learn to analyze speaking situations and to develop criteria for determining the effectiveness of speech by participating in speaking and evaluation assignments.

3 class periods. 3 credit hours.

### **E205 Oral Interpretation of Literature**

**Fall-Spring Semesters**

Techniques of vocal variety, quality, and flexibility are discussed and applied to the recreation of the printed word for the enjoyment and enlightenment of an audience. It is advantageous for the student to take E216: Voice and Diction during the same semester since material taught in one course is used extensively in the other.

3 class periods. 3 credit hours.

### **E216 Voice and Diction**

**Fall-Spring Semesters**

The major emphasis of this course is on the actual improvement of each student's voice and articulation. Textbook reading and drill work are used together with the help of a tape recorder to improve individual speech problems (vocal variety, rate, pitch, volume, quality, articulation, and pronunciation). Students are encouraged to do individual drill work as well as group projects.

3 class periods. 3 credit hours.

### **E220 Communication and Report Writing**

**Fall-Spring Semesters**

The development of insights and skills in communication situations most commonly encountered in business, industry, and the professions.

3 class periods. 3 credit hours.

### **E222 Technical Writing**

**Spring Semester**

This course will give the student practice in writing accurate, precise, clear factual prose designed to convey information that others need, such as mechanism descriptions, process analyses, instruction sheets, reports, abstracts, proposals, and articles. It will include the use of graphics.

3 class periods. 3 credit hours.

### **E230 Introduction to Radio and Television**

**Spring Semester**

A survey of the history, technology, laws and regulations, social effects and general structure of broadcasting with primary emphasis on the United States as well as consideration of alternative systems.

3 class periods. 3 credit hours.

### **E231 Radio Production**

**Fall-Spring Semesters**

An in-depth consideration of practical and aesthetic factors in sound-studio production techniques, including operation of studio and control room equipment, sound effects, out-of-studio (remote) productions, and a variety of program forms. Prerequisite: E230 or permission of the instructor.

2 class periods.

4 hours practicum. 3 credit hours.

### **E232, E233, E234, E235 Radio Practicum**

**Fall-Spring Semesters**

Students will have an opportunity to participate in the various activities of an on-air radio facility, including announcing, news gathering and presentation, music programming, copy writing, and record and tape library activities. Prerequisite: E231 or permission of the instructor.

1 credit hour per semester, up to 4.

**E250 Advanced Sign Language****Spring Semester**

A workshop broadening knowledge and fluency in sign language with emphasis on "reading" the language and the development of interpreter skills. Prerequisite: E150.

2 hours of laboratory.

1 credit hour.

**E254 Introduction to Theatre****Fall-Spring Semesters**

A survey course designed to introduce the student to the fundamental characteristics of the theatre involving basic principles of the playwright, director, actor, artistic designers, technicians, and other professionals.

3 class periods.

3 credit hours.

**E256 History of the English Language****Spring, odd numbered years**

A study of the development of the English language from its Indo-European roots to Modern English, with special emphasis on the social reasons for language diversity and changes within one language.

3 class periods.

3 credit hours.

**E258 Stagecraft****Fall, odd numbered years**

The functions of scene design, stage lighting, costuming, makeup, and theater architecture are considered theoretically, then tested through practical application in performance situations. Students prepare working drawings, models, and construct scenery.

3 class periods.

3 credit hours.

**E262 Acting****Spring, odd numbered years**

A practical course focusing on the techniques of acting in performance situations. Students master the basics of observation, concentration, memory of emotion, rhythm, stage action, and characterization. Three modes of instruction are employed. (1) formal lecture-discussion of acting theory; (2) individual guidance in rehearsal situations; and (3) evaluation of student prepared scene work.

3 class periods.

3 credit hours.

**E271 Journalism****Fall Semester**

An introduction to the theory and practice of obtaining, preparing, and editing news stories and to some of the considerations involved in publishing a newspaper. Work in the classroom may be supplemented by laboratory work in preparing the College newspaper.

3 class periods.

3 credit hours.

**E279 American Literary Masterpieces****Fall-Spring Semesters**

An examination of representative writings by selected major American authors of the nineteenth and twentieth centuries.

3 class periods.

3 credit hours.

**E283 Masterpieces of English Literature****Fall Semester**

The course examines in some detail a select number of masterpieces from *Beowulf* to the poetry of John Milton, works which form the foundation of a significant literary heritage for the English-speaking world.

3 class periods.

3 credit hours.

**E288 European Literary Masterpieces****Spring Semester**

An exploration of the traditional "classics" of Western civilization, with emphasis on epic works from Homer to the Renaissance.

3 class periods.

3 credit hours.

**E291 The Short Story****Spring Semester**

A study of the development, forms, and techniques of the short story.

3 class periods.

3 credit hours.

**E300, E301, E302, E303 Speech Practicum****Fall-Spring Semesters**

This flexible course varies in content from semester to semester and may be repeated up to four times. Intercollegiate speech competition is encouraged, but not required. A paper may be required, depending on the depth of individual involvement of the student.

1 class period, plus outside participation

1 credit hour per semester, up to 4

**E304 Group Discussion****Spring Semester**

Human beings often participate in group situations ranging from bull sessions to legislative caucuses. This course is designed to improve participation, leadership, and understanding in group process and dynamics, through the study of types of groups, formal and informal groups, role-playing situations, and case studies. Part of the course will be devoted to learning and using parliamentary procedure.

3 class periods.

3 credit hours.

**E306 Advanced Public Speaking****Spring Semester**

Emphasis will be placed on organization and content. Great speeches will be analyzed in detail in terms of the speaker, speech content, audience, and occasion. Students will present a minimum of three ten-to-fifteen-minute speeches during the semester.

3 class periods.

3 credit hours.

**E310 Creative Writing****Spring Semester**

A writing seminar for students interested in developing their imaginative writing powers.

3 class periods.

3 credit hours.

**E311 Mass Media****Fall Semester**

A survey of the theories, technology, and practice of communication leading to an examination of the effects of the mass media on American life and culture. Included will be an examination of the media as popular art and the development of evaluative criteria to be applied in the consumption of mass communication.

3 class periods.

3 credit hours.

**E315 Advanced Composition****Fall Semester**

Expository writing for upperclassmen.

3 class periods.

3 credit hours.

**E316 Introduction to Film****Spring Semester**

A survey of the history of film as a communicative and artistic medium, including its technological, industrial, social, and aesthetic dimensions. Students view and analyze films important to the history of the medium including early as well as recent American and foreign films.

1 class period.

3 hours film viewing.

3 credit hours.

**E320 Introduction to Linguistics****Fall, even numbered years**

An introduction to the study of language. Special emphasis is given to a review of several modern grammars of English and their application to teaching English. Other topics include sociolinguistics and American dialects.

3 class periods.

3 credit hours.

**E331 Television Production****Fall-Spring Semesters**

An in-depth consideration of practical and aesthetic factors in television production techniques, including the operation of cameras, control room equipment, lighting, and emphasis on staging and performance. Prerequisite: E231.

2 class periods.

4 hours of practicum.

3 credit hours.

**E332 Radio and Television Writing****Spring Semester**

Investigation of the problems and techniques involved in writing for oral presentation for the two media, with practice in idea development and writing of various types of program material, ranging from simple announcements through radio news to television documentaries. Prerequisite: E230.

1 class period.

3 credit hours

6 hours of laboratory.

**E341 The Comic Tradition****Fall Semester**

Highlights of comic art from the Greeks to the present, including drama, fiction, poetry, film, television, and the visual arts.

3 class periods.

3 credit hours.

**E342 Popular Literature****Spring Semester**

An examination of "best sellers" and other selections which have met with wide acceptance by the general reading public. The course emphasizes (but is not necessarily restricted to) twentieth-century works.

3 class periods.

3 credit hours.

**E343 The Experience of Poetry****Fall Semester**

An introduction to the forms and techniques of the poet's craft, with emphasis on the pleasure and insights gained from careful reading of a wide range of good poetry.

3 class periods.

3 credit hours.

**E344 Love and Sex in Literature****Spring Semester**

The course examines thematically and historically the claims of love and sexuality as inspiration for and subject of imaginative literature, with particular attention given to the language of love.

3 class periods.

3 credit hours.

**E346 Literature and Society****Spring Semester**

A study of how social problems, social attitudes, and social panaceas are depicted in literature. Selections studied include recent works as well as those from earlier periods.

3 class periods.

3 credit hours.

**E347 Literature and Psychology****Fall Semester**

The impact of the insights of modern psychology upon both the writing and interpretation of literature. Some of the topics considered are maturation, unconscious motivation, and the variety of human interaction.

3 class periods.

3 credit hours.

**E350, E351, E352, E353 Theater Practicum****Fall-Spring Semesters**

Special activities in staging, acting, lighting, production, and directing of plays.

1 credit hour per semester, up to 4

**E354 History of Theatre****Fall Semester**

The course deals with modern and historical conceptions of theatre, methods and theories of production, acting, and dramaturgy. Various functions of theatre as pastime, ritual, entertainment, and art form will be examined historically. Prerequisite: E254 or permission of the instructor.

3 class periods.

3 credit hours.

**E360 Theatre Arts Workshop****Summer**

Actual production of live theatre with an emphasis on the process and technique.

Workshop sessions as scheduled.

3 credit hours.

**E390 Major Authors and Literary Traditions****Offered on request**

An in-depth study of a single major author (such as Milton) a genre (like the literature of terror), a tradition (such as Nationalism), or a literary technique (like the stream-of-consciousness). The specific theme of this course may be suggested either by faculty members or by students.

3 class periods.

3 credit hours.

**E401 English Seminar****Fall, even numbered years**

Directed research and writing under close supervision. Required for all English majors. Prerequisite: The completion of 50 credit hours.

3 class periods.

3 credit hours.

**E402 Communications Seminar****Fall Semester**

Directed research and writing under close supervision. Required for all Speech majors. Prerequisite: The completion of 50 credit hours, including 12 credits in speech or speech-related courses.

3 class periods.

3 credit hours.

**E415 Shakespeare**

**Spring Semester**

The course surveys Shakespeare's achievement in several dramatic modes, including comedy, history, tragedy, and romance, with reference principally to the way the dramatist represents through his art human beings, their nature, passions, and relationships to each other and to the social and physical world in which they find themselves.

3 class periods.

3 credit hours.

**E416 Modern Drama**

**Fall Semester**

A study of representative plays by major American and European playwrights from Ibsen to the present.

3 class periods.

3 credit hours.

**E424 Afro-American Literature**

**Fall Semester**

A study of distinguished Black American writers, speakers, and literary critics.

3 class periods.

3 credit hours.

**E428 Teaching Communication in  
Secondary Schools**

**Fall, odd numbered years**

A philosophy and methods of teaching communications courses to high school students.

3 class periods.

3 credit hours.

**E434 Radio-TV Laws and Policies**

**Spring Semester**

The basic laws governing mass communications, the establishment of station policies within the laws, and social and economic requirements. The problems which the law and other requirements pose to station management will be considered. Prerequisites: E230, E311.

3 class periods.

3 credit hours.

**E450, E451 Communications Internship**

**Offered on request**

Planned and supervised work experience in oral or written communications at selected cooperating firms or organizations. Supplementary training conferences, reports, and appraisals. Prerequisite: Junior or Senior standing, and departmental approval of each student participant's individual program.

2 to 6 hours (depending upon the length and scope of each program)

**E498, E499 Independent Study**

**Offered on request**

The Independent Study Program affords an opportunity for the student who wishes to undertake a well-defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

1-3 credit hours.



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## HISTORY AND INTERNATIONAL STUDIES DEPARTMENT

The Department offers courses in Geography, History, International Studies and Political Science. The Bachelor of Arts Degree is available with a major either in History, International Studies, Government or Public Administration.

The philosophy of this department is to teach history, government, geography, international studies and public administration in such a way as to provide the student with a significant degree of competency in these areas and to challenge the student to confront the fundamental questions of life.

Students majoring in History are required to take a minimum of 36 credit hours in this field—including 15 hours of required courses. The program of studies must include advanced courses in both American and non-western history to insure proper depth in, and exposure to, the discipline. Students planning to attend graduate school are encouraged to take two years of a foreign language. The average grade of all history courses taken for the major must be at least 2.0 ("C").

Required courses in International Studies include concentration in Intercultural Studies and Political Science and the satisfactory completion of 12 hours in a foreign language. The program is oriented toward the academic needs of those students planning to enter the various fields of international business or government.

### Geography

#### **G243 World Geography**

**Fall-Spring Semesters**

The relation of man to his natural environment; motions of earth, land forms, bodies of water, soils, minerals, weather, climate, plants and animals, projections.

3 class periods.

3 credit hours.

#### **G244 World Resources and Industries**

**Spring Semester**

An introductory survey and analysis of world patterns of economic activity. Emphasis is placed on raw material occurrence, resource potential, circulation of trade and services and principles governing the location of manufacturing and commercial activity.

3 class periods.

3 credit hours.

#### **G250 Survey of Environmental Problems**

**Fall Semester**

Introduction to environmental studies. The history of man's use of natural resources including the atmosphere, oceans and minerals. Current problems relating to ecological imbalances, particular emphasis on American Urban regions.

3 class periods.

3 credit hours.

#### **G341 Geography of U.S. - Canada**

**Spring Semester**

A regional study of the United States and Canada emphasizing physical, cultural and economic aspects as well as geographic sub-regions, urban development and population characteristics.

3 class periods.

3 credit hours.

#### **G345 Urban Geography**

**Fall Semester**

Systematic study of urban areas and metropolitan groupings with special emphasis on Anglo-America.

3 class periods.

3 credit hours.

## History

### **H121-H122 The History of Western Civilization I, II Fall-Spring Semester†**

A survey of material from pre-literary history to the present; the civilizations of the Near East and the Mediterranean; medieval history; the Renaissance and Reformation; the expansion of Europe, the French Revolution; the Industrial Revolution; nationalism in Italy, Germany, and the Balkans; the first World War; post-war Europe, the second World War and contemporary history.

3 class periods. 3 credit hours each semester.

### **H221-H222 History of American Civilization I, II**

#### **Fall-Spring Semesters**

An integrated survey of the cultural, social, political and economic development of the United States from 1492 to the present. The first semester (H221) covers the period from the Age of Exploration to the end of the Civil War; the second semester (H222) traces American development from Reconstruction to the present. In both courses emphasis will be on the evolution of a distinctive American culture and character.

3 class periods. 3 credit hours each semester.

### **H224 Ancient History (Prehistory to 476)\***

A study of the prehistory of man, the origins of civilization in the Near East, the achievements of Greek civilization, and the rise and decline of Roman power in the Mediterranean with emphasis upon the political, social, economic, and cultural aspects of classical civilization.

3 class periods. 3 credit hours.

### **H225 Medieval Civilization\*‡**

The political, economic, and intellectual evolution of European civilization from the decline of the Roman Empire to the late 14th century.

3 class periods. 3 credit hours.

### **H226 Renaissance and Reformation (1400-1648)\*‡**

The transition from medieval to modern Europe with major emphasis upon significant intellectual, religious, political and economic changes during these centuries.

3 class periods. 3 credit hours.

### **H227-H228 History of Latin America\*‡**

The first semester will concentrate upon a synthesis and interpretation of the principal factors in the development of Latin America to 1850. Major emphasis will be on the Colonial Era. The second semester will stress the major political, social, and economic developments of Latin American nations from the National Period to the present. Events of the twentieth century will be emphasized.

3 class periods. 3 credit hours each semester.

### **H230 Race and Racism in the Americas\***

An historical survey of race and racism in the Western Hemisphere. Using comparative historical methods this course will trace racism from the colonial era to the present. It is not designed to provide solutions so much as to provide the deeper insight into the problems.

3 class periods. 3 credit hours.

†H121 and H122 are acceptable as credit to fulfill partially the four-course Foreign Culture segment of the York College General Requirements for a baccalaureate degree. H121 offered every fall and spring. H122 offered every spring.

\*Offered every other year.

‡May be used to satisfy partially the Foreign Culture segment of College General Requirements (see above).

**H250 American-East Asian Relations\*‡**

The purpose of this course is to provide students with an analysis of significant international events, issues and problems in East Asia, including the role of the United States in that region. First half: an examination of the nineteenth century East Asian diplomacy. Second half: the U.S. policy toward East Asia from 1945 to present. Special attention will be given to the following topics: American involvements in the Korean and Vietnamese wars, the Sino-Soviet dispute, current Sino-Japanese relations, and the "ping-pong" diplomacy.

3 class periods.                      3 credits hours.

**H321 American Constitutional Thought\***

Development of the American constitutional system beginning with the English background and progressing to the present time. Emphasis given to historical perspective, the evolution of the U.S. constitution and the impact of judicial interpretations and law on a changing American society.

Note: Credit allowed as either a History or Political Science course.

3 class periods.                      3 credit hours.

**H322 American Colonial History (1607-1775)\*\***

Colonial origins of the United States including a study of institutions, values, thought and cultural development prior to the American Revolution. Emphasis is given to the roots of this nation's political, economic, social and constitutional traditions.

3 class periods.                      3 credit hours.

**H324 The New American Nation (1776-1815)\*\***

Events, ideas and personalities associated with creation of the American Republic. Attention is centered on those developments, values and attitudes in the Federalist and Jeffersonian era which have influenced the present meaning of America.

3 class periods.                      3 credit hours.

**H325 The Jacksonian Era (Middle Period, 1816-1850)**

**Fall, odd numbered years**

An analysis of the political, economic and social forces which characterized this period in American history. Growing sectional tensions, major personalities, popular culture and seminal ideas will be stressed.

3 class periods.                      3 credit hours.

**H326 Recent American History, 1914-present\***

An intensive examination of the political forces and social factors from 1914 which combined to produce the U.S. of today. Emphasis on America's growing participation in world affairs.

3 class periods.                      3 credit hours.

\*Offered every other year.

\*\*Offered every third semester.

‡May be used to satisfy partially the Foreign Culture segment of College General Requirements (see above).

**H327 The Emergence of Modern America, 1877-1914\***

A continuation of the American history sequence from the Civil War to the Wilson Era. Emphasis on the Civil War legacy, economic growth and its consequences, the Gilded Age, overseas expansion and rise of world power, protest and reform, including the Progressive Movement.

3 class periods. 3 credit hours.

**H329 Civil War and Reconstruction, 1850-1877**

**Spring, even numbered years**

A study of sectional discord and constitutional crises as antecedents to secession and armed conflict. Emphasis will be placed on the political, social and economic trends in the Civil War and in the Reconstruction Era as well as military history.

3 class periods. 3 credit hours.

**H330 History of the U.S.S.R.\*‡**

A study of Russia from 1861 to present. Russia on the eve of World War I; an analysis of various revolutions which have swept Russia; emphasis on internal, political, socio-economic and cultural developments under Communist regime; and expansion of Russia and communist power connected with World War II and after.

3 class periods. 3 credit hours.

**H332 Eastern and Central Europe\***

A survey of the histories of Eastern and Central European countries with special emphasis on the contemporary history of the so-called "Soviet Bloc" nations and their relative significance in the modern world.

3 class periods. 3 credit hours.

**H333-H334 History of England\*\***

A survey of the major political, economic and social trends in England from 55 B.C. to the present. The first semester will trace the evolution of the English people and their government from the Roman conquest to the end of the 17th century. The second semester will concentrate on the major trends in Britain and the Empire from 1700 to the present.

3 class periods. 3 credit hours each semester.

**H342 Women in the United States: A History**

This course will analyze the history of women in the United States from the colonial period to the present. The course will attempt to understand the impact which political, social, economic, and racial aspects of American history have had on American women, and, conversely, the impact women in the United States have had on developments within these areas.

3 class periods. 3 credit hours.

**H411 European Intellectual History\*\*‡**

Investigates some of the major intellectual, literary and artistic trends of the European world since 1700. Included in the course will be an examination of the works of such thinkers as Adam Smith, Charles Darwin, Karl Marx, and Sigmund Freud.

3 class periods. 3 credit hours.

\*Offered every third semester.

\*\*Offered every other year.

‡May be used to satisfy partially the Foreign Culture segment of College General Requirements (see above).

**H427-H428 Modern Europe (1789 to present)\***

An analysis of the major political, economic, and social developments in Europe from the French Revolution. Major topics will include the French Revolution, the Revolutions of 1830 and 1848, the unifications of Germany and Italy, the problems of nationalism, and imperialism in the first semester. The emergence of communism, World Wars I and II, and the problems of the post war eras will be developed in the second semester.

3 class periods.

3 credit hours, each semester.

**H429 War and Peace: The American Diplomatic Experience\***

An analysis of American diplomacy from the early Republic to the present day with emphasis on the period since World War II. Special attention is directed toward the problems and challenges of contemporary American diplomatic practice.

3 class periods.

3 credit hours.

**H440 Seminar in History****Every spring**

Selected topics dealing with research, methodology and philosophy of historical thought. Open to seniors with a concentration in history.

3 class periods.

3 credit hours.

**H441 American Economic History\***

A study of the development of the American economy from Colonial times to present with an emphasis on the late 19th and 20th centuries, stressing the growth of labor, rise of big business, and the changing role of government in the nation's economy from the Civil War to present.

3 class periods.

3 credit hours.

**H449-H450 American Intellectual and Cultural History\***

A review of the main social and cultural currents in American history since colonial times as reflected in political and economic developments, social thought, theology, science and philosophy with particular emphasis on the interaction between ideas and social structure.

3 class periods.

3 credit hours each semester.

**H460-H461 History Internship**

Specialized historical experience with a local historical agency. Emphasizes independent research in cooperation with the participating institution. Departmental approval is required in advance.

3-6 credit hours.

**H498, H499 Independent Study 1 to 3 credits each Semester**

The Independent Study Program affords an opportunity for the student who wishes to undertake a well defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

**Intercultural Studies**

The basic purpose of the Intercultural Studies program is to offer students an introduction to Africa, the Far East, Latin America, the Middle East, Russia and Eastern Europe, and India as a means of broadening their international awareness in a time of expanding horizons. This introductory course achieves maximum breadth through an interdisciplinary and intercultural approach. To meet the interests of those students whose introductory work has given them a desire for further studies, as well as to meet the needs of students in other departments who, on an elective basis, wish to study a non-Western world area intensively, a number of advanced history and political science courses are available.

Intercultural Studies serve several important needs. They (1) provide a foundation for specialized study in a given geographical and cultural area, (2) introduce the student to much of the world hitherto not always recognized in higher education, and (3) meet certain graduation requirements.

**Introductory Intercultural Studies (offered every semester)**

<b>X143</b>	<b>Introduction to Africa</b>	<b>Three credits</b>
<b>X144</b>	<b>Introduction to the Far East</b>	<b>Three credits</b>
<b>X145</b>	<b>Introduction to Latin America</b>	<b>Three credits</b>
<b>X146</b>	<b>Introduction to the Middle East</b>	<b>Three credits</b>
<b>X147</b>	<b>Introduction to Russia and Eastern Europe</b>	<b>Three credits</b>
<b>X148</b>	<b>Introduction to India</b>	<b>Three credits</b>

Each of the above courses is an introductory survey of the designated area. The course content is interdisciplinary and encompasses aspects of history, government, sociology, anthropology, art, music, literature and religion of the particular area. Appropriate use is made of audio-visual material to aid the student toward a fuller appreciation and understanding.

**Military Science**

Army ROTC courses provide an understanding of the fundamental concepts and principles of military art and science. They strive to develop a basic understanding of associated professional knowledge, a strong sense of personal integrity, honor, and individual responsibility, and an appreciation of the requirements for national security. The objective is to prepare students for commissioning and to establish a sound basis for their future professional development and effective performance in the army.

A student may elect to count any of the Military Science courses as electives toward a Baccalaureate degree. Two credit hours from the basic courses (MS 101, 102, 201 or 202) may be applied toward the four credit hour physical education requirement.

**MS101 Introduction to Military Science****Fall Semester**

A study of the organization of the Army and ROTC, the military as a profession, customs and courtesies of the service, survey of the U.S. Defense establishment and leadership skill training. One hour lecture and one hour Survival or Mountaineering laboratory per week.

1 credit hour.

**MS102 Evolution of the National Security Structure****Spring Semester**

A study of the formulation of National Security policies and procedures and their effect on policy, power and strategy of the military establishment. One hour lecture and one hour survival or mountaineering lab per week. Prerequisite: MS101 or permission.

1 credit hour.

**MS201 American Military History****Fall Semester**

A study of American military institutions, policies, and traditions from 1776-1865. Covers interrelationship between major military confrontations and other aspects of American society. One hour lecture and one hour map reading laboratory per week.

1 credit hour.

**MS202 American Military History 1865-Present****Spring Semester**

A continuation of the American military sequence from the Civil War (1865) to the Vietnam era. Emphasis on the relationship between major military issues and other aspects of American society. One hour lecture and one hour orienteering laboratory per week. Prerequisite: MS201 or permission.

1 credit hour.

**MS301 Advanced Military Science — Management****Fall Semester**

Instruction in and practical application of the principles and techniques of leadership and management with emphasis on the leader's role in directing and coordinating individual and military team efforts. Three hours lecture and one hour Advanced Camp/lab per week. Prerequisite: Six-week basic camp or basic ROTC program.

3 credit hours.

**MS302 Advanced Military Science — Tactics****Spring Semester**

Consists of two subcourses, one concerned with military terrain and its applications and the second dealing with Small Unit Tactics in which the student learns through practical exercises the basic principles of handling units in combat. Three hours lecture and one hour Advanced Camp Lab per week. Prerequisite: MS301 or permission.

3 credit hours.

**MS401 Advanced Military Science — World Change and Military Implications****Fall Semester**

Consists of three subcourses, the first concerned with military law and the junior officer, the second with military operations involving the various elements of the Division and the third with Military Intelligence and Threat forces. Three hours lecture per week. Prerequisite: MS301-302 or permission.

3 credit hours.

**MS402 Advanced Military Science —  
Contemporary Issues****Spring Semester**

Consists of two subcourses, the first concerned with Command and Staff functions and the second, contemporary issues during which the student will research modern military issues for either oral or written presentation. Three hour lecture per week. Prerequisite: MS401.

3 credit hours.

**Government/Public Administration****PS241 American Government****Fall-Spring Semesters**

The structure and functions of American national government, the nature of federalism; the extent of national powers; the influence of political parties.

3 class periods.

3 credit hours.

**PS242 State and Local Government****Fall-Spring Semesters**

The structure and functions of the major types of state, county and city governments, regional authorities; metropolitan areas. Special attention will be given to the government of the state of Pennsylvania.

3 class periods.

3 credit hours.

**PS243 Government and Politics of Africa\*†**

A discussion seminar on the government and politics of representative African states. This study will also consider the relevance of trends in governing structures, economic patterns, international relations and nationalism in contemporary Africa.

3 class periods.

3 credit hours.

**PS244 Government and Politics of The Far East\*†**

The course will examine the rapidly changing socio-economic, cultural, and political aspects of China and Japan. Special attention is given to interpretations of the Cultural Revolution in China and the Sino-American detente.

3 class periods.

3 credit hours.

**PS245 Government and Politics of Latin America\*†**

A comparative study of the social forces, government institutions and foreign policies of the Latin American nations.

3 class periods.

3 credit hours.

**PS246 Government and Politics of The Middle East\*†**

A broad study of the governments and political structure of different countries of the Middle East. Special emphasis will be on the Socio-economic and cultural changes, nationalism, interpretation of the Arab-Israeli conflict, Iranian Revolution, revival of Islam, and foreign policies of Middle Eastern Nations.

3 class periods.

3 credit hours.

**PS247 Government and Politics of The U.S.S.R.\*†**

A study and evaluation of the ideological and administrative functions of the Soviet government and the Communist Party and their relationship to political, socio-

\*Offered every third semester.

†May be used to satisfy partially the foreign culture segment of the college general requirement.

economic and cultural developments of the Soviet State and Society.

3 class periods. 3 credit hours.

### **H250 American-East Asian Relations†**

For course description, see HISTORY section of catalog.

3 class periods. 3 credit hours.

### **PS301 Comparative Government**

**Fall Semester**

A comparative examination of the governmental systems and political processes of selected Western democracies, developing nations and communist states.

3 class periods. 3 credit hours.

### **PS302 International Relations†**

**Spring Semester**

An introduction to major influences in relations between states. Emphasis on theories of international politics, international organization, particularly the United Nations, international law, the role of the International Court of Justice, big-power relations and the problems of less-developed countries as they relate to international order.

3 class periods. 3 credit hours.

### **PS305 Parties, Campaigns and Elections**

**Offered even numbered fall  
semesters (election years.)**

The nature and function of political parties in the American two-party system; the impact of the mass media and campaign reform on the electoral process; third party movements; the future of both major political parties. Special attention will be paid to the most recent Presidential nominations, campaigns, and election.

3 class periods. 3 credit hours.

### **PS310 Decision Making in the Public Sector**

A practical approach to the implementation of management techniques in the public sector with emphasis placed upon maximizing services within the context of vacillating budgetary constraints. Attention is given to the differences between the public and private sector, (i.e., lack of profit motive, differences in sales and advertising techniques, etc.) and the impact of the political environment upon the public decision making process.

3 class periods. 3 credit hours.

### **PS312 Politics of Public Policy**

Analysis of the development, implementation and evaluation of public policy within the federal system. The course will view the public policy process from the perspective of the executive, legislative, judicial and bureaucratic branches of government. In addition, emphasis will be placed on public input into the governmental process.

3 class periods. 3 credit hours.

### **H321 American Constitutional Thought\***

For course description, see HISTORY section of catalog.

3 class periods. 3 credit hours.

**PS360 Political Theory**

An examination of selected themes and issues in Political Theory. Topics to be considered include the nature of justice, the problem of community, theories of obligation and rights, the nature of the state, the problem of Historicism and Relativism. Special attention will be paid to the implications of Modern Thought.

3 class periods.                      3 credit hours.

**PS460 American Foreign Policy**

Concerns the formation and conducts of U.S. relations with other nations of the world; emphasis is institutional with policy makers and policy execution at the center. Fundamental American values in foreign policy and the roles of leaders instrumental in creating and developing foreign policy objectives are examined.

3 class periods.                      3 credit hours.

**PS470 Readings in Public Administration**

The application of the theories of psychology, sociology, and anthropology to the administrative sciences with emphasis on the delivery of public services.

3 class periods.                      3 credit hours.

**PS490-491 Government/Public Administration Internship**

Specialized governmental experience in a selected city, county, state or federal agency. Independent research may be a part of this experience. Departmental approval is required in advance.

3-6 credit hours each semester.

\*Offered every third semester.

†May be used to satisfy partially the foreign culture segment of the college general requirement.





## HUMANITIES AND FINE ARTS DEPARTMENT

The Department of Humanities and Fine Arts offers a variety of courses leading to the Baccalaureate degree in Art, Humanities, and Music, and the Associate degree in Art, Humanities, Languages, Music, and Philosophy.

Students interested in the above majors should turn to the recommended program of study and consult the department chairman for additional details and requirements.

### Visual Arts

Courses in art appreciation and history as well as a wide variety of studio courses are offered for both the art major and non-major. The Bachelor of Arts Degree in Art offers a four-year curriculum preparing the student for a variety of professional careers or for graduate study. For the baccalaureate degree in Art a total of 42 credit hours of specified art courses and 12 credit hours of elective courses are required. The Associate Degree in Art offers a two-year course of study. Courses in art education are offered as an area of concentration to students taking the Bachelor of Science Degree in Elementary Education.

### Art Appreciation and History

#### A101 Introduction to Art Appreciation

Fall-Spring Semesters

A non-technical course designed to increase the students' sensitivity to all forms of visual art. A consideration of the nature of art, the plastic elements, principles of esthetic organization, and influences affecting style and techniques in art works.

3 class periods.

3 credit hours.

#### A203 History of Art I

Fall, odd numbered years

A survey of the major developments in painting, sculpture, and architecture in the Western World from prehistoric times to the Italian Renaissance. Esthetic developments will be considered in relation to the various physical and cultural aspects of ancient and medieval societies. Prerequisite: A101.

3 class periods.

3 credit hours.

#### A205 History of Art II

Spring, even numbered years

A survey of painting, sculpture, and architecture of the Western World from the Italian Renaissance to the nineteenth century. Esthetic developments will be studied in relation to the various intellectual and cultural aspects of the societies in which they occurred. Prerequisite: A203.

3 class periods.

3 credit hours.

#### A301 History of Art III

Fall, even numbered years

A survey of painting, sculpture, and architecture in the Western World from the beginning of the nineteenth century to the present. Relationships between esthetic developments and the prevailing social issues, intellectual attitudes, and artistic traditions of the times will be emphasized. Prerequisite: A205.

3 class periods.

3 credit hours.

**A405 History of American Art****Spring, odd numbered years**

A survey of painting, sculpture, architecture, and the applied arts of the United States from the pre-colonial period to the present, with emphasis on the environmental, cultural, and historical factors which have shaped them.

3 class periods.

3 credit hours.

**Studio Courses\*****A107 Design I****Fall Semester**

Introduction to the elements of design as structured in problems emphasizing organizational principles. Studies of specific problems of two and three dimensions in terms of space, light and movement.

6 lecture and studio periods.

3 credit hours.

**A108 Design II****Spring Semester**

Advanced problems involving two and three dimensions emphasizing the contemporary use of the plastic elements in various means of communication. Prerequisite: A107.

6 lecture and studio periods.

3 credit hours.

**A207 Drawing I****Fall-Spring Semesters**

Studies from the figure, still life, and environment, investigating the inherent expressive potential of drawing media in a search for form. Problems structured to develop memory and imagination through the use of plastic elements. Principles of organization introduced.

6 lecture and studio periods.

3 credit hours.

**A208 Drawing II****Fall-Spring Semesters**

Continuation and expanded experiences in the content of Drawing I. Prerequisite: A207.

6 lecture and studio periods.

3 credit hours.

**A209 Drawing III****Fall-Spring Semesters**

Continuation and expanded experiences in the content of Drawing I. Prerequisite: A208.

6 lecture and studio periods.

3 credit hours.

**A210 Drawing IV****Fall-Spring Semesters**

Continuation and expanded experiences in the content of Drawing I. Prerequisite: A209.

6 lecture and studio periods.

3 credit hours.

**A216 Sculpture I****Fall-Spring Semesters**

Techniques and problems for the beginning sculptor. Work in clay from life models, study of anatomy, construction of armatures.

6 lecture and studio periods.

3 credit hours.

\*Instructors of all studio art courses reserve the right to permanently retain at least one example of each student's work for exhibition purposes.

**A219 Sculpture II****Fall-Spring Semesters**

More advanced problems in sculpture. Sketches in clay executed in plaster. Compositions in plaster. Prerequisite: A216.

6 lecture and studio periods. 3 credit hours.

**A316 Sculpture III****Fall-Spring Semesters**

Advanced problems in sculpture with emphasis given to the use of a variety of materials. Students will have the opportunity to do direct carving in either wood or stone. Prerequisite: A219.

6 lecture and studio periods. 3 credit hours.

**A322 Sculpture IV****Fall-Spring Semesters**

A continuation of Sculpture III with emphasis on individual student projects. Students will have the opportunity to do direct carving in either wood or stone. Prerequisite: A316.

6 lecture and studio periods. 3 credit hours.

**A271 Photography I****Fall-Spring Semesters**

An introduction to the art, esthetics, theory and practice of black and white photography. The student will be expected to supply his/her own camera and specific photographic equipment.

6 lecture and studio periods. 3 credit hours.

**A309 Composition****Fall Semester**

A study of the principles of esthetic organization utilizing a variety of media. Prerequisites: A101, A107.

6 lecture and studio periods. 3 credit hours.

**A310 Commercial Art****Spring Semester**

A study of lettering and layout with consideration given to the commercial printing processes by which such material is reproduced. Prerequisites for art majors: A107, A207.

6 lecture and studio periods. 3 credit hours.

**A317 Painting I****Fall-Spring Semesters**

An introduction to oil painting in both its technical and esthetic aspects. Emphasis on the development of fundamental painting skills. Prerequisites for arts majors: A107, A207.

6 lecture and studio periods. 3 credit hours.

**A318 Painting II****Fall-Spring Semesters**

Continuation of Painting I. Further experience in exploring methods and materials of painting media. Experiments in the use of toned grounds, glazing, and other techniques. Prerequisite: A317.

6 lecture and studio periods. 3 credit hours.

**A319 Painting III****Fall-Spring Semesters**

Continuation of Painting II. Further experience in exploring methods and materials of painting media. Experiments with acrylics, water color, collage, assemblage, and other media. Prerequisite: A318.

6 lecture and studio periods. 3 credit hours.

**A320 Painting IV****Fall-Spring Semesters**

Continuation of Painting III, with emphasis on independent efforts of the student to utilize various painting techniques in his quest for individual expression and style. Prerequisite: A319.

6 lecture and studio periods.

3 credit hours.

**A498, A499 Independent Study, Studio Work****Fall-Spring Semesters**

For the student who wishes to undertake a well-defined independent project in either studio work or in Appreciation, History, or Theory. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

1 to 3 credit hours.

**Art Education****A374 Art Education for  
Elementary Teachers****Fall Semester**

Introduction to theories of art education. Consideration of problems in programming art activities for specialized areas of elementary education. Emphasis given to self contained classroom, special education classes. The course will also explore practical working applications of the major theories discussed in class. Prerequisite: A101 or permission of instructor.

3 class periods.

3 credit hours.

**FOREIGN LANGUAGES**

While no baccalaureate major is offered in the field of Foreign Languages, the student may choose this study as a specialty for the Associate degree and then transfer to another institution to finish his remaining two years. In such a case, the student should be prepared to complete at least 15 credit hours in language.

During the first two years of Foreign Language study, the major emphasis is on the acquisition of a rudimentary proficiency in each of the four language skills: listening comprehension, reading comprehension, speaking, and writing.

**L111 Introduction to Indo-European  
Languages and Folklore****Fall-Spring Semesters**

An elementary study of the origin and development of the Indo-European languages and a comparative study of selected fairy tales, legends, fables and mythology.

3 class periods.

3 credit hours.

**L121 Elementary French I****Fall Semester**

An introduction to the fundamentals of the language. Classroom and laboratory exposure to aural comprehension, speaking, pronunciation, beginning reading and writing, and a basic study of the language pattern.

3 class periods.

1 laboratory hour.

3 credit hours.

**L122 Elementary French II****Spring Semester**

Continuation of L121. (Prerequisite: L121 or equivalent).

3 class periods.

1 laboratory hour.

3 credit hours.

**L130 Conversational French I****Fall Semester**

A fundamental course in the instruction of French pronunciation and a course in which phrases and conversational dialogues are taught to provide the student with an elementary vocabulary and comprehension ability of the target language, without any emphasis on grammar, for situations most commonly encountered in everyday speech.

1½ hour class period.

1 credit hour.

**L131 Conversational French II****Spring Semester**

A continuation of Conversational French I with additional vocabulary building for more specific situations in everyday life. The course will also study the most basic patterns of the target language.

2 hour class period.

2 credit hours.

**L221 Intermediate French****Fall Semester**

Further development of the skills of speaking, understanding, reading and writing French through classroom conversation and practice in the laboratory. Review and elucidation of fundamental grammar. Class conducted mainly in French. Prerequisite: L122 or equivalent.

3 class periods.

1 laboratory hour.

3 credit hours.

**L222 Intermediate French****Spring Semester**

Continuation of L221.

3 class periods.

1 laboratory hour.

3 credit hours.

**L321 French Literature****Fall Semester**

A selection of major works of the foremost writers in the French language are read and discussed. Emphasis on characteristic themes and styles. Conducted in French. Prerequisite: L222 or equivalent.

3 class periods.

3 credit hours.

**L322 French Literature****Spring Semester**

Continuation of L321.

3 class periods.

3 credit hours.

**L151 Elementary German I****Fall Semester**

An introduction to the fundamentals of the language. Classroom and laboratory exposure to aural comprehension, speaking, pronunciation, beginning reading and writing, and a basic study of the language pattern.

3 class periods.

1 laboratory hour.

3 credit hours.

**L152 Elementary German II****Spring Semester**

Continuation of L151. (Prerequisite: L151 or Conversational German I and II or equivalent.)

3 class periods.

1 laboratory hour.

3 credit hours.

**L160 Conversational German I****Fall Semester**

A fundamental course in the instruction of German pronunciation and a course in which phrases and conversational dialogues are taught to provide the student with an elementary vocabulary and comprehension ability of the target language, without any emphasis on grammar, for situations most commonly encountered in everyday speech.

1½ hour class period.

1 credit hour.

**L161 Conversational German II****Spring Semester**

A continuation of Conversational German I with additional vocabulary building for more specific situations in everyday life. This course will also study the most basic patterns of the target language.

2 hour class period.

2 credit hours.

**L251 Intermediate German****Fall Semester**

Further development of the skills of speaking, understanding, reading, and writing German through classroom conversation and practice in the laboratory. Review and elucidation of fundamental grammar. Class conducted mainly in German. Prerequisite: L152 or equivalent.

3 class periods.

1 laboratory hour.

3 credit hours.

**L252 Intermediate German****Spring Semester**

Continuation of L251. (Prerequisite L251 or equivalent).

3 class periods.

1 laboratory hour.

3 credit hours.

**L351 German Literature****Fall Semester**

A selection of major works of the foremost writers in the German language are read and discussed. Emphasis on characteristic themes and styles. Conducted in German. Prerequisite: L252 or equivalent.

3 class periods.

3 credit hours.

**L352 German Literature****Spring Semester**

Continuation of L351.

3 class periods.

3 credit hours.

**L353 Advanced German Conversation  
and German Culture****Summer, odd  
numbered years**

A "mini-mester" course held in Germany, Austria, and Switzerland to provide life experience with the German language and culture. Students are required to speak German. Prerequisite: successful completion of Conversational German I and II or Elementary German L151-2, or permission of instructor. Additional fees for round-trip transportation, accommodations and travel in Europe.

3 credit hours.

**L101-L102 Elementary Greek I-II****Offered in 1981-82**

An introduction to the fundamentals of Greek grammar and syntax. Reading selections from Greek prose illustrating the grammar and syntax studied.

3 class periods.

3 credit hours each semester.

**L201-L202 Intermediate Greek****Offered on Request**

Reading and exegesis in the New Testament and in the Septuagint. Advanced study of New Testament grammar, syntax, and vocabulary.

3 class periods.

3 credit hours each semester.

**L131-L132 Elementary Hebrew I-II****Offered in 1982-83**

An introduction to the fundamentals of Hebrew grammar and syntax. Reading selections from the Old Testament will supplement the studies.

3 class periods.

3 credit hours each semester.

**L103-L104 Elementary Latin I-II****Offered in 1983-84**

Latin poetry and prose. Rapid reading of selected authors, including Horace, Pliny, Cicero; Medieval and Renaissance Latin.

3 class periods.

3 credit hours each semester.

**L171 Elementary Russian I****Fall, odd numbered years**

An introduction to the fundamentals of the language. Classroom and required laboratory drill in aural comprehension, speaking, pronunciation. Beginning reading and writing. Study of basic grammar necessary for these skills.

3 class periods.

1 laboratory hour.

3 credit hours.

**L172 Elementary Russian II****Spring, even numbered years**

Continuation of L171. (Prerequisite: L171 or equivalent.)

3 class periods.

1 laboratory hour.

3 credit hours.

**L271 Intermediate Russian****Fall, even numbered years**

Further development of the skills of speaking, understanding, reading, and writing Russian through classroom conversation and practice in the laboratory. Review and elucidation of fundamental grammar. Class conducted mainly in Russian. Prerequisite: L172 or equivalent.

3 class periods.

1 laboratory hour.

3 credit hours.

**L272 Intermediate Russian****Spring, odd numbered years**

Continuation of L271. (Prerequisite: L271 or equivalent.)

3 class periods.

1 laboratory hour.

3 credit hours.

**L181 Elementary Spanish I****Fall Semester**

An introduction to the fundamentals of the language. Classroom and laboratory exposure to aural comprehension, speaking, pronunciation, beginning reading and writing, and a basic study of the language pattern.

3 class periods.

1 laboratory hour.

3 credit hours.

**L182 Elementary Spanish II****Spring Semester**

Continuation of L181. (Prerequisite: L181 or Spanish Conversation I and II or equivalent.)

3 class periods.

1 laboratory hour.

3 credit hours.

**L190 Conversational Spanish I****Fall Semester**

A fundamental course in the instruction of Spanish pronunciation and a course in which phrases and conversational dialogues are taught to provide the student with an elementary vocabulary and comprehension ability of the target language, without any emphasis on grammar, for situations most commonly encountered in everyday speech.

1½ hour class period.

1 credit hour.

**L191 Conversational Spanish II****Spring Semester**

A continuation of Conversational Spanish I with additional vocabulary building for more specific situations in everyday life. This course will also study the most basic patterns of the target language.

2 hour class period.

2 credit hours.

**L281 Intermediate Spanish****Fall Semester**

Further development of the skills of speaking, understanding, reading and writing Spanish through classroom conversation and practice in the laboratory. Review and elucidation of fundamental grammar. Class conducted mainly in Spanish. Prerequisite: L182 or equivalent.

3 class periods.

1 laboratory hour.

3 credit hours.

**L282 Intermediate Spanish****Spring Semester**

Continuation of L281. (Prerequisite: L281 or equivalent.)

3 class periods.

1 laboratory hour.

3 credit hours.

**L381 Spanish Literature****Fall Semester**

A selection of major works of the foremost writers in the Spanish language are read and discussed. Emphasis on characteristic themes and styles. Conducted in Spanish. Prerequisite: L282 or equivalent.

3 class periods.

3 credit hours.

**L382 Spanish Literature**

Continuation of L381.

3 class periods.

3 credit hours.

**Spring Semester****MUSIC**

The Bachelor of Arts degree in Music prepares the student for a professional career or for graduate study. The Bachelor of Science degree in Elementary Education with music concentration prepares the student for certification to teach in elementary school. The student who wishes to pursue either a BA or BS in Music Education may complete two or more years at York College and then transfer to another school which offers the necessary music education courses.

The curriculum suggested for music majors pursuing a Bachelor of Arts degree is listed on page 77. An Associate of Arts degree with a music concentration approximates the first two years of the Bachelor of Arts degree. See page 88 for the general program.

**Basic requirements for music majors:**

In addition to the general requirements for admission to York College of Pennsyl-

vania, an applicant to the music program is required to audition in order to demonstrate musical achievement in his area of study. Auditions may be arranged through the office of the chairman of the Humanities and Fine Arts Department. The applicant will be expected to perform a solo (preferably memorized and accompanied), show satisfactory proficiency in executing major and minor scales, sight read materials selected by the auditioning committee, and answer questions concerning the applicant's musical experience and training.

All music majors are required to perform before an examining committee (jury) at the close of each semester of study.

Music students are expected to attend recitals and other college music programs.

Music students whose primary instrument is wind or percussion must perform in the concert band each semester. Voice majors must take choir each semester.

All music majors are required to meet basic piano requirements before graduation. Piano proficiency examinations are expected to be performed at the end of the second semester of the Sophomore year, but may be taken at any examination period. Students must register for piano beginning their first semester and continue without interruption until the basic piano requirements are completed.

Additional requirements are specified in the music program pamphlet and should be discussed with the student's assigned faculty advisor who assists in scheduling courses and performing groups. Senior recital will be specified by faculty advisor.

## Applied Music Courses

<b>Voice</b>	—MU101-MU102; MU201-MU202; MU301-MU302; MU401-MU402
<b>Piano</b>	—MU103-MU104; MU203-MU204; MU303-MU304; MU403-MU404
<b>Organ</b>	—MU105-MU106; MU205-MU206; MU305-MU306; MU405-MU406
<b>Flute</b>	—MU107-MU108; MU207-MU208; MU307-MU308; MU407-MU408
<b>Clarinet</b>	—MU109-MU110; MU209-MU210; MU309-MU310; MU409-MU410
<b>Saxophone</b>	—MU111-MU112; MU211-MU212; MU311-MU312; MU411-MU412
<b>Bassoon</b>	—MU113-MU114; MU213-MU214; MU313-MU314; MU413-MU414
<b>Trumpet</b>	—MU115-MU116; MU215-MU216; MU315-MU316; MU415-MU416
<b>Trombone</b>	—MU117-MU118; MU217-MU218; MU317-MU318; MU417-MU418
<b>Baritone</b>	—MU119-MU120; MU219-MU220; MU319-MU320; MU419-MU420
<b>French Horn</b>	—MU121-MU122; MU221-MU222; MU321-MU322; MU421-MU422
<b>Tuba</b>	—MU123-MU124; MU223-MU224; MU323-MU324; MU423-MU424
<b>Violin</b>	—MU125-MU126; MU225-MU226; MU325-MU326; MU425-MU426
<b>Viola</b>	—MU127-MU128; MU227-MU228; MU327-MU328; MU427-MU428
<b>Cello</b>	—MU129-MU130; MU229-MU230; MU329-MU330; MU429-MU430
<b>String Bass</b>	—MU131-MU132; MU231-MU232; MU331-MU332; MU431-MU432
<b>Percussion</b>	—MU135-MU136; MU235-MU236; MU335-MU336; MU435-MU436
<b>Oboe</b>	—MU137-MU138; MU237-MU238; MU337-MU338; MU437-MU438
<b>Guitar</b>	—MU139-MU140; MU239-MU240; MU339-MU340; MU439-MU440

Private instruction in the technique and art of correct and expressive playing of the musical instruments. Music majors will choose a primary instrument (to be taken eight semesters) and a secondary instrument (to be taken at least four semesters). A piano proficiency exam, stressing sight-reading and accompanying, must be passed, in most cases, at the end of the sophomore year.

1 one-half hour lesson weekly.

½ credit each semester.

1 one hour lesson weekly.

1 credit each semester.

### MU133 Voice Class

### Fall Semester

Group study of the fundamentals of the singing technique and vocal literature, with

individual attention. A prerequisite course for private vocal study.

2 classes weekly.

1 credit each semester.

## **Performance Courses**

### **MU141-MU142; MU241-MU242; MU341-MU342; MU441-MU442 Choir**

Good choral literature of various styles is studied, including folk and religious music, classical and semi-classical compositions. At least one public performance is given each semester. A desire to sing is the only prerequisite. Membership by audition by the instructor.

3 rehearsals weekly.

1 credit each semester.

### **MU 143-MU144; MU243-MU244; MU343-MU344; MU443-MU444**

#### **Madrigal Singers**

A vocal chamber group consisting of approximately 20 singers selected by audition, for the purpose of study and performance of Renaissance and Baroque vocal music plus 20th century vocal chamber music.

2 rehearsals weekly.

1 credit each semester.

### **MU145 Guitar Ensemble**

A study of ensemble performance incorporating works for two or more guitars, or guitars in combination with other instruments and voice. Literature ranges from the Renaissance to contemporary.

2 hours.

1 credit.

### **MU147 Percussion Ensemble**

To provide percussionists with an opportunity to play challenging music written specifically for their instrument. The percussion ensemble requires its members to be schooled in all areas of percussion.

2 hours.

1 credit.

### **MU151-MU152; MU251-MU252; MU351-MU352; MU451-MU452**

#### **Wind Ensemble**

Training in the interpretation of concert band music: the classics through contemporary pop literature. The concert band performs concerts and supplies music for graduation ceremonies. Membership is open to all students who have had previous concert band or stage band experience.

2 rehearsals weekly.

1 credit each semester.

### **MU153-MU154; MU253-MU254; MU353-MU354; MU453-MU454**

#### **Stage Band**

A jazz-oriented group of instrumentalists who perform for various functions both on and off campus. Instrumentation: 4 trumpets, 2 alto saxes, 2 tenor saxes, 1 baritone sax, 4 trombones, piano, bass, and drums. Membership is open to all students who have had concert band or stage band experience.

2 rehearsals weekly.

1 credit each semester.

### **MU155-MU156; MU255-MU256; MU355-MU356; MU455-MU456**

#### **Symphony Orchestra**

A concert organization which studies and performs the standard orchestral literature and selected contemporary composition. Membership is required of string majors and open to wind and percussion students by audition.

Rehearsal as scheduled.

1 credit each semester.

## Historical and Theoretical Courses

### **MU260 The Appreciation of Music**

**Fall-Spring Semesters**

The study of Western man's changing attitude toward himself and his environment and the musical styles and techniques developed to express them.

3 classes weekly.

3 credits.

### **MU161 Music Theory I**

**Fall Semester**

Study of music notation, basic musicianship, figured-bass harmony, and keyboard harmony.

3 classes weekly.

3 credits.

### **MU162 Aural Training I**

**Fall Semester**

Development of the skills of sight-singing and melodic, harmonic, and rhythmic dictation. Must be taken in the same semester with MU161.

1 class weekly.

1 credit.

### **MU163 Music Theory II**

**Spring Semester**

Continuation of MU161, which is a prerequisite.

3 classes weekly.

3 credits.

### **MU164 Aural Training II**

**Spring Semester**

Continuation of MU162, which is a prerequisite. Must be taken in the same semester with MU163.

1 class weekly.

1 credit.

### **MU261 Music Theory III**

**Fall Semester**

Continuation of MU163, which is a prerequisite. Emphasis is on the extra-tonal chords developed in the nineteenth century.

3 classes weekly.

3 credits.

### **MU262 Aural Training III**

**Fall Semester**

Continuation of MU164, which is a prerequisite. Must be taken in the same semester with MU261.

1 class weekly.

1 credit.

### **MU263 Music Theory IV**

**Spring Semester**

Continuation of MU261, which is a prerequisite. Emphasis is on the styles developed in the twentieth century.

3 classes weekly.

3 credits.

### **MU264 Aural Training IV**

**Spring Semester**

Continuation of MU262, which is a prerequisite. Must be taken in the same semester with MU263.

1 class weekly.

1 credit.

**MU272 Jazz History****Spring Semester**

Traces the historical development of jazz from its prehistory at the end of the 19th century to the present.

3 classes weekly.

3 credits.

**MU361 Music History I****Fall, even numbered years**

An historical study of the various styles and forms of music in Western civilization from the time of earliest recorded history until the eighteenth century.

3 classes weekly.

3 credits.

**MU362 Music History II****Spring, odd numbered years**

An historical study of the various styles and forms of music in Western Civilization from the time of the eighteenth century to the present.

3 classes weekly.

3 credits.

**MU364 Counterpoint****Fall Semester**

A study of the contrapuntal styles of the 16th-20th centuries with emphasis on original composition. Prerequisite: MU263.

3 classes weekly.

3 credits.

**MU461 Orchestration****Fall, odd numbered years**

A study of the instruments of the orchestra and how to compose and arrange music for them.

2 classes weekly.

2 credits.

**MU462 Conducting****Spring, even numbered years**

A study of the techniques of musical leadership, especially score preparation and gesture. Prerequisite: MU461.

2 classes weekly.

2 credits.

**MU498, MU499 Independent Study**

The Independent Study Program affords an opportunity for the student who wishes to undertake a well defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility in the learning process.

1 to 3 credits each Semester.

**Music Education Courses****MU374 Music in the Elementary School****Spring Semester**

Development of the musical skills necessary for teaching in the elementary school, such as playing the piano, autoharp and recorder, singing, and musical leadership.

3 class periods.

3 credit hours.

## PHILOSOPHY AND RELIGION

Both philosophy and religion play important roles in the humanities. Courses in philosophy offer students a breadth of cultural grasp and a power of logical analysis which are of value in many fields. Studies in religion are designed to help students gain an understanding of the history and literature of religion and insight into its nature and meaning.

### Philosophy

#### **P221 Introduction to Philosophy**

**Fall-Spring Semesters**

An examination of the fundamental problems of philosophy including a brief survey of the different philosophical schools of thought of historical importance and contemporary influence.

3 class periods. 3 credit hours.

#### **P223 Modern Moral Values and Social Issues**

This course attempts to apply philosophy to the problems and issues of contemporary life, such as moral issues (attitudes towards sex, abortion, euthanasia, homosexuality), political questions (equality of women, reverse discrimination, civil disobedience, conflicts between control and freedom), and contemporary religious and quasi-religious movements (the cults and mysticism from Zen to sci-fi).

3 class periods. 3 credit hours.

#### **P231 Introduction to Logic**

**Fall, even numbered years**

An examination of the basic principles of logic with emphasis upon their practical uses in the development of correct and effective thinking.

3 class periods. 3 credit hours.

#### **P321 Epistemology**

**Spring, even numbered years**

Study of the theory of knowledge. The sources, nature, methods, and validity of knowledge are analyzed. Prerequisite: P221.

3 class periods. 3 credit hours.

#### **P331 Metaphysics**

**Spring, odd numbered years**

The study of being, existence, and reality in relation to different philosophical systems. Prerequisite: P221.

3 class periods. 3 credit hours.

#### **P341 Ethics**

**Fall, odd numbered years**

Study of the notions of right and wrong and the good, according to ethical theories and practical application. Prerequisite: P221.

3 class periods. 3 credit hours.

#### **P351 Aesthetics**

**Fall, even numbered years**

Introduction to theories of art. Analysis of aesthetic experience, expression,

creation, and structure. The social role of art and function of aesthetic criticism will be considered.

3 class periods. 3 credit hours.

### **P361 Contemporary Philosophy**

**Fall, odd numbered years**

The study of contemporary philosophical trends, both western and eastern, involving analysis, significance, background and comparison. Prerequisite: P221.

3 class periods. 3 credit hours.

## **Religion**

### **P265 Living Religions**

**Fall Semester**

An introduction to the world's living religions – Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity and Islam. The role of primitive religions and the confrontation of religions in our contemporary world will also be studied.

3 class periods. 3 credit hours.

### **P266 Biblical Religions**

**Spring Semester**

An introduction to the Scriptures of Judaism and Christianity. The historical, literary and religious aspects of the Biblical writings will be studied.

3 class periods. 3 credit hours.

### **P268 Religious Thought and Culture in Western Civilization**

**Fall Semester**

An investigation of the phenomenon of religion as it has functioned in western culture. Some comparisons with religion in eastern culture will be considered.

3 class periods. 3 credit hours.

### **P369 American Religious Thought and Culture**

**Spring Semester**

A study of the background of Catholicism, Protestantism and Judaism in the United States, as well as contemporary American religious movements.

3 class periods. 3 credit hours.



## **NURSING DEPARTMENT**

The nursing program leads to the degree of Bachelor of Science with a major in Nursing. The program is four years in length and provides opportunities for generic, transfer, and registered nurse students; all may be admitted to the program. Students first registered in this program in September, 1977.

The purpose of the program is to prepare qualified men and women to function as generalists in the practice of professional nursing. Students' learning experiences include providing services to clients in a variety of health care settings. The broad objectives of the program, derived from the Philosophy of the Department of Nursing, describe the expectations of the graduate as related to humanity, health, society, nursing, and education. The graduate will be able to:

1. Utilize theoretical knowledge from the physical, behavioral, biological, and nursing sciences, and from the humanities in relation to the changing needs, expectations and values of self and others.
2. Utilize the nursing process to assist client systems throughout the life cycle to attain, maintain, and reorganize health and to promote healthful living.
3. Demonstrate and interpret the professional nursing role as a provider in the health care system.
4. Promote and maintain professional standards of nursing practice.
5. Demonstrate the ability to apply selected principles of critical inquiry within the research process as a basis for change in nursing practice.
6. Promote processes and activities supporting a health environment for mankind.
7. Demonstrate nursing leadership in a variety of health care settings.

Prior to admitting any student to the nursing program, the York College of Pennsylvania was granted initial approval to conduct the program by the State Board of Nurse Examiners, Commonwealth of Pennsylvania. After the first class graduates in May, 1981, the College will seek full approval of the program by the State Board. When the program is fully approved by the State Board, National League for Nursing accreditation will be sought.

The graduate of this program will have the foundation for graduate study, will recognize the need for continuing education, and will be eligible to take the State Board Examination for licensure as a Registered Nurse in the State of Pennsylvania.

### **Admissions**

The baccalaureate program in nursing is a four year program which leads to the degree of Bachelor of Science with a major in Nursing. Admission to York College of Pennsylvania does not automatically ensure admission to the nursing program. Also, admission to the nursing program does not automatically ensure admission to the nursing major courses which begin at the sophomore level.

Advising for all students interested in nursing is done by the Department of Nursing. All admitted nursing students are assigned faculty advisors in the Nursing Department. Since there are limited student spaces in the nursing major, it is imperative that every student be in contact with the advisor on a regular basis. As an example, any schedule change must be approved by the advisor.

Students interested in nursing must apply directly to the Office of Admissions. After credentials are compiled, the application is referred to the Department of Nursing for review and action regarding admission to the nursing program. Admission to the nursing major (at the end of the freshman year) is granted on a competitive basis. The number of students accepted for the nursing major is limited by the availability of resources for quality education.

The record of each student is reviewed by a faculty committee at the end of each semester during the academic year: December, June, and August. Requirements for progression from the freshman to the sophomore year in the nursing major are: (1) an earned cumulative grade point average of 2.5 or better for the freshman year and (2) a minimum of 2.0 in each required supporting course. In addition desirable professional qualities include: aptitude, self-direction, self-discipline, discretion, integrity, tolerance, flexibility, optimistic outlook on life, and evidence of good physical and mental health.

Class size in the nursing major is limited. During and after the sophomore year to remain and progress through the nursing major, a minimum of 2.0 must be maintained in each required supporting course and each nursing course. Students will follow the sequence of courses as indicated in the nursing curriculum.

Part-time students may complete all non-nursing courses prior to registering for nursing courses.

The Department of Nursing faculty reserves the right of recommending for progression within the nursing major those students who satisfy the requirements of scholarship, health, and personal characteristics suitable for professional nursing.

A student who has earned college credits at another institution may not, at this time, transfer in any credits in nursing courses.

## **Health Certification, Transportation, Insurance & Other Costs:**

### **Health Certification:**

All students must be certified by a physician and dentist to be of good health and capable of active participation in clinical experiences. Physical and dental certification is due the first of August preceeding the sophomore, junior, and senior years. Forms are available in the Department office. The usual college admission physical examination is also required.

### **Transportation:**

All students must provide their own transportation to all clinical facilities beginning with the sophomore year.

### **Liability Insurance:**

All students in the sophomore, junior, and senior years registered for the clinical courses must carry liability insurance, payable at the College business office by the first of August each year. The student shall present receipt of payment on the first day of clinical class.

### **Other Costs Include:**

Uniforms, standardized tests, medical insurance, immunizations, graduate pin, subscriptions to professional journals, textbooks, reference books, preparation of an application for the State Board Examination.

**N101 Introduction to Professional Nursing****Spring Semester**

A study of the evolution of professional nursing and the forces in society which have influenced nursing. The role of the nurse as a professional person, current trends and issues in nursing, health care, the health care delivery system and the role of members of the health care team will be explored.

2 class periods.

2 credit hours.

**N201 Human Development and Health Care****Fall Semester**

A study of normal growth and development through all life stages. Developmental assessment as part of the nursing process. Concepts of community and personal health explored and discussed. Selected agencies providing care and services to clients throughout the life span may be utilized for observational visits related to human development. Prerequisite: Admission to Nursing major. Corequisites: BS212, BS241, N211.

2 class periods.

2 credit hours.

**N202 Nutrition in Health Care****Spring Semester**

A study of normal nutrition and the motivational, social, economic, and cultural factors influencing nutrition through all life stages. Assessment of the nutritional states of clients as part of the nursing process. Selected individuals and health care agencies providing services to clients of all ages utilized for assessment of client needs and for developing appropriate diets. Prerequisites: N201, N211, BS212, and BS241. Corequisites: N212, BS213.

2 class periods.

2 credit hours

**N211 Principles of Health Care Practices I****Fall Semester**

Principles underlying health care, human basic needs, activities of daily living; and rehabilitation as part of healthful living. Introduction to the nursing process and the nursing history. Experience in utilization of the nursing process with clients experiencing minimal health needs as related to developmental tasks. Selected processes of intervention. Learning experiences in simulated or real clinical settings. Prerequisites: Admission to the Nursing major. Corequisites: BS212, BS241, N201.

2 class periods.

2 three-hour laboratory periods.

4 credit hours.

**N212 Principles of Health Care Practices II****Spring Semester**

A continuation of Principles of Health Care Practice I. Includes pharmacology and administration of medications; stress, adaptation and coping mechanisms; basic nursing modalities; intervention and evaluation of care processes. Practice includes selected physical assessment, and cognitive, interpersonal, and psychomotor skills to be mastered. Prerequisites: N201, N211, BS212, BS241. Corequisite: N202, BS213

2 class periods.

2 three-hour laboratory periods.

4 credit hours.

**N220.01 Assessment Skills in  
Health Care Practice, Part I****Fall Semester**

Basic assessment skills relative to data collection as an integral part of the nursing process. Includes the process of interviewing the adult client to obtain a complete health history. Physical assessment of the chest, thorax, heart, breast, abdomen and extremities; and selected neurological assessment. Both subjec-

tive and objective assessment data will be utilized as a basis for making nursing decisions and developing initial plans of nursing care. Prerequisite: Registered Nurse Certification

2 class periods. 2 credit hours.

### **N221.01 Assessment Skills in**

#### **Health Care Practice, Part II**

**Spring Semester**

A continuation of N220.01. Focuses on assessment skills which require the use of special equipment such as ophthalmoscope, otoscope, etc. Assessments include developmental, mental, physical, and neurological states. Physical examinations include head and neck, pelvic and rectal examinations for male and female clients. Adaptation of assessment skills to specific age groups such as infants, children, elderly, etc. included. Prerequisite: Registered Nurse Certification, N220.01

2 class periods. 2 credit hours.

### **N230.01 Clinical Practice: Operating Room**

**Mini-Mester**

An elective course. Application of the nursing process in the nursing care of operative patients during surgical procedures; study of Operating Room procedures; supervised experience in nursing practice in the Operating Room. Prerequisite: Completion of all course requirements in the Sophomore year.

1 class period. 2 three-hour laboratory periods.

3 credit hours.

### **N301 Family and Health in**

#### **Long Term Care**

**Fall-Spring Semesters**

The family as a codeterminant of individual states of health will be emphasized in relationship to biopsychosocial concerns of long-term and relatively steady nature. Family assessment as part of nursing process will be included. Values and patterns of individuals will be explored in relationship to individual life experiences within a family and culture. Health promotion, maintenance and restoration as well as continuity of care will be stressed for both mental and physical dimensions. Principles underlying the adaptation of behavior to that of others and to give circumstances and to changing the society through leadership will be emphasized. A family study will be a course requirement. Laboratory sessions will be conducted in simulated and real laboratories such as hospital in-patient settings and long-term care facilities in the community. Prerequisites: N202, N212 and Junior standing in the nursing major.

3 class periods.

Laboratory periods which total

7 credit hours.

twelve hours each week.

### **N302 Family and Health in Child-Bearing and Child-Rearing Families**

**Fall-Spring Semesters**

The family as a codeterminant of individual states of health will be emphasized in relationship to biopsychosocial concerns of normal maternity cycle, effects of newborn upon the family members, of illness and hospitalization of child and family, of growth and development deviations such as learning disabilities, mental retardation and emotional problems. Family assessment as part of nursing process will be included. Values and patterns of individuals will be explored in relationship to individual life experiences within a family and culture. Health promotion, maintenance and restoration as well as continuity of care will be stressed for both mental and physical dimensions. A family study will be a course requirement. Laboratory sessions will be conducted in simulated and real laboratories such as hospital, home and community based settings. Prerequisites: N202, N212 and Junior standing in the nursing major.

3 class periods.

Laboratory periods which total

7 credit hours.

twelve hours each week.

**N401 Family and Health  
in Acute Care****Fall-Spring Semesters**

The family as a codeterminant of individual states of health will be emphasized in relationship to biopsychosocial concerns of disruptions of an acute nature requiring hospitalization. Family assessment as part of nursing process will be included. Values and patterns of individuals will be explored in relationship to individual life experiences within a family and culture. Principles underlying the ordering of values which work together toward unity of the individual will be emphasized, especially as it relates to crisis situations. Collaboration, coordination, and consultation with health team members will be stressed. Laboratories will be conducted in hospital in-patient settings. Prerequisites: N301, N302, S265, and Senior standing in the nursing major. Corequisite: N411.

4 class periods  
8 credit hours.

2 six-hour laboratory periods.

**N402 The Community and Health****Fall-Spring Semesters**

The community as a codeterminant of individual states of health will be emphasized in relationship to biopsychosocial concerns related to community structure, interrelationships and health care delivery systems. Introduction to community assessment as part of nursing process. Public health concepts as they relate to individual, family and groups in the community. Principles underlying the ordering of values which work together toward unity of individual will be stressed, especially as it relates to prevention of disability and disease spread. An epidemiologic study of a problem or situation that effects the health of a community or a segment of population will be a course requirement. Laboratory sessions will be conducted in official and non-official health agencies and other community based settings. Prerequisites: N301, N302, S265, and Senior standing in the nursing major. Corequisite: N412.

4 class periods.  
8 credit hours.

2 six .hour laboratory periods.

**N411 Leadership in Professional Nursing****Fall-Spring Semesters**

A study and analysis of the change-agent role, health care and social issues, advocacy relationships, current issues in nursing, the legislative process, and group behavior. Principles underlying the ordering of values which work toward unity of the individual will be emphasized, especially as it relates to leadership, professional organizations and the need for continuing education. Prerequisites: N301, N302, S265, and Senior standing in the nursing major. Corequisite: N401.

2 class periods.

2 credit hours.

**N412 Research and Professional  
Nursing Practice****Fall-Spring Semesters**

Critical inquiry principles applied in the development of a research proposal related to a clinical nursing problem. Oral and written presentations of the proposal will be a course requirement. Prerequisites: N301, N302, S265, and Senior standing in the nursing major. Corequisite: N402.

3 class periods.

3 credit hours.

**N499 Independent Study****1 to 3 credits in Fall or Spring Semester**

The Independent Study Program affords an opportunity for the nursing student who wishes to undertake a well defined research project. While the student conducts his work under the guidance of a nurse faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process. Prerequisite: Senior standing and consent and approval of the Department of Nursing Chairman.

## PHYSICAL SCIENCE DEPARTMENT

Four-year programs leading to the Bachelor of Science degree are available in Medical Technology, in Health Record Administration, and Engineering Management. The Allied Health programs include three years of classroom and laboratory instruction followed by one year of Hospital clinical experience. The Engineering Management program consists of four years of campus residency.

Two-year curriculums leading to the Associate of Science degree are offered in Chemistry, General Engineering, Mathematics, and Physics. Students may transfer to any suitable four-year college or university to earn the Bachelor of Science degree in Mechanical, Electrical, Civil, Aeronautical or other Engineering programs.

### Chemistry

#### S121 General Chemistry

**Fall Semester**

Recommended for all engineering, medical technology, premedical, pre dental, preveterinary, and science students. An introduction to stoichiometry, atomic structure, chemical bonding, properties and reactions of inorganic compounds, gas laws, liquids, solution chemistry, acids and bases, and oxidation-reduction reactions.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

#### S122 General Chemistry

**Spring Semester**

Study of thermodynamics, kinetics, acids and bases, ionic equilibria, electrochemistry, nuclear chemistry, and descriptive chemistry of the elements. Continuation of General Chemistry S121.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

#### S123 Concepts in Chemistry

**Fall Semester**

Designed for the non-science major. A discussion of the basic facts and fundamental laws of chemistry. An introduction to stoichiometry, atomic structure, chemical bonding, gas laws, solutions, chemical equilibria, thermodynamics, kinetics, and some descriptive chemistry.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

#### S124 Concepts in Chemistry

**Spring Semester**

A continuation of S123. A discussion of organic chemistry. A study of the nomenclature, preparation, properties, and reactions of aliphatic and aromatic hydrocarbons, oxygen, and nitrogen containing compounds. Mechanisms are stressed. Selected biochemical topics are presented.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

#### S225 Quantitative Analysis

**Fall Semester**

Classical methods of chemical analysis augmented by use of new titrants and specific ion electrodes. The theory and techniques of gravimetric, volumetric, and potentiometric analysis are included. Prerequisites: S121-S122.

2 class periods.

2 two-hour laboratory periods.

4 credit hours.

**S231 Organic Chemistry****Fall Semester**

The chemical theory of carbon compounds. An integrated study of the nomenclature, preparation, properties, stereochemistry, and reactions of aliphatic and aromatic compounds. The relationship between structure and reactivity is developed for each class of compounds.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

**S232 Organic Chemistry****Spring Semester**

Continuation of Organic Chemistry 231. Includes oxygen, sulfur, nitrogen and halogen containing compounds. Spectroscopic analysis is stressed.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

**S334 Instrumental Analysis****Spring Semester**

Survey of instrumental methods of quantitative and qualitative chemical analysis; theoretical principles, advantages, disadvantages, and practical applications. Prerequisites: S121-S122.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

**Engineering****S141 Descriptive Geometry**

Introduction to the use and care of drawing instruments. Theory of projection drawing and its application to graphic solutions. Revolution of points, lines and planes; intersection of lines, planes and solids; and surface developments.

2 two-hour laboratory periods.

2 credit hours.

**S142 Engineering Drawing**

Sketching, orthographic and auxiliary projection, sections, lettering and reproductive processes. Detail and assembly drawing and introduction to shop practices.

2 two-hour laboratory periods.

2 credit hours.

**S143 Engineering Orientation**

Discussion of the scope of the main areas of engineering, responsibilities of engineers, activities of professional societies and related topics. Student is also taught the use of the slide rule, preparation of engineering reports, and is familiarized with computer programming.

1 class period.

1 two-hour laboratory period.

2 credit hours.

**S241 Strength of Materials**

Simple tension, compression, shear, torsion, flexure, deflection of beams, combined stresses, riveted and welded joints, column theory and design. Prerequisite: Engineering Physics S185-S186.

3 class periods.

3 credit hours.



## 242 Elementary Surveying

Use, care, and adjustment of usual surveying instruments; distance measurement; area surveys; leveling and triangulation; land surveys; and field notes.

1 class period.

2 credit hours.

1 two-hour laboratory period.

## S283 Statics

**Fall Semester**

Fundamental concepts; composition and resolution of forces; equilibrium; coplanar and non-coplanar force systems, algebraic and graphical solutions; static and kinetic friction; center of gravity and moment of inertia, practical applications of principles of mechanics. Vector methods are used. Prerequisites: S172, S185.

3 class periods.

3 credit hours.

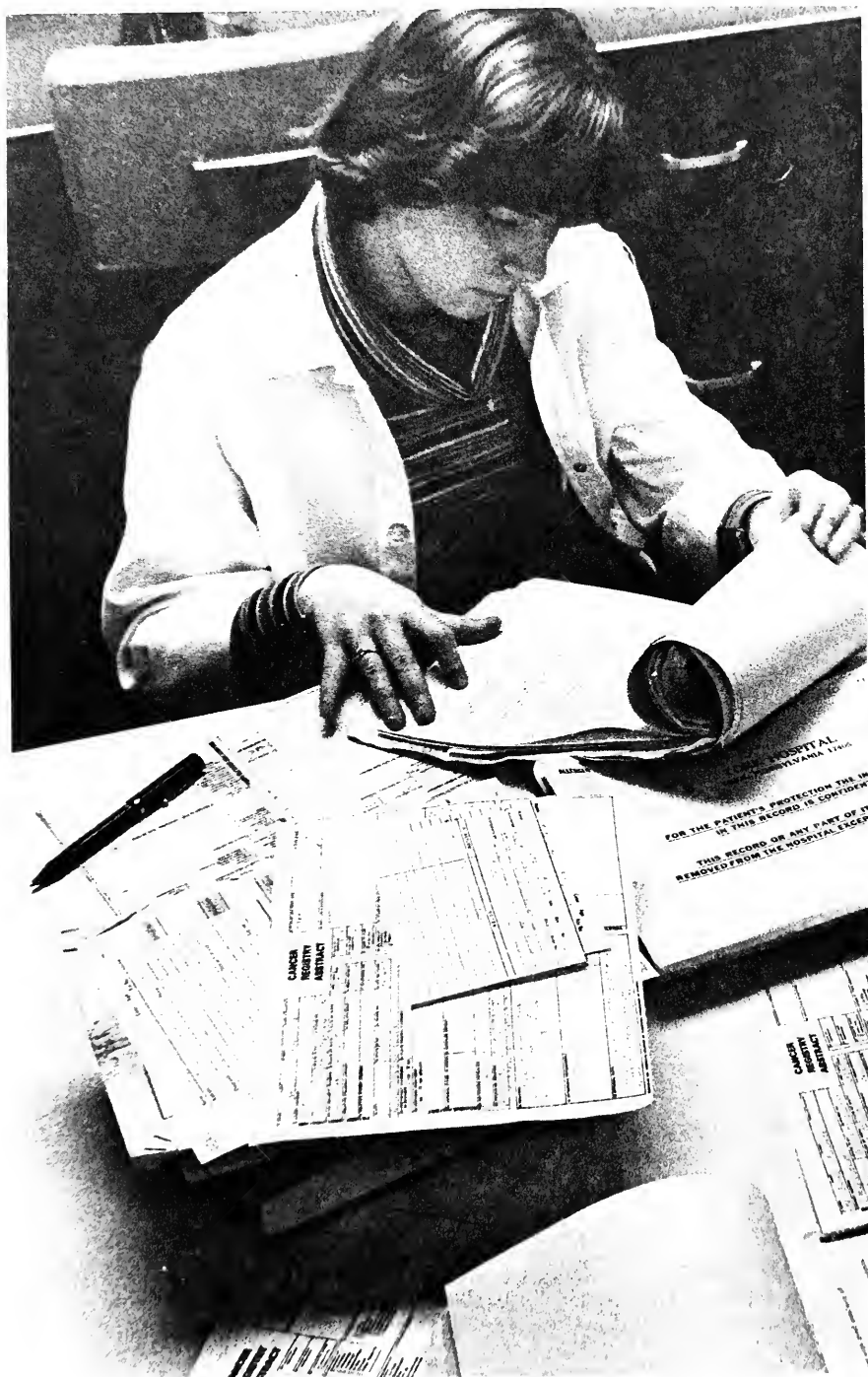
## S284 Dynamics

**Spring Semester**

Velocity and acceleration; motion of particles; motion of rigid bodies; unbalanced forces, work and energy; impulse and momentum. Prerequisites: S185, S271.

3 class periods.

3 credit hours.



## Health Record Administration

The Health Record Administration Program prepares the student for a professional career in a variety of health care settings as a manager of health information. The Health Record Administrator is responsible for the development and maintenance of a multifaceted health record system that is capable of providing the data needed by the Patient, Health Care Professionals, Administration, the Community, Medical Researchers and Educators.

Admission to York College does not guarantee admission to the Health Record Administration Program. Class size is limited and entrance into the professional courses will be granted to those students who have earned a cumulative grade point average of 2.5 or better, a minimum 2.0 in each of the supporting courses and have demonstrated qualities essential to this health care field. Special application is made to the Dean of Academic Affairs after completion of 60 credit hours.

Transfer students and applicants with degrees in other fields will be accepted on a limited basis. Junior transfer students or students having a Baccalaureate Degree are expected to have completed sixteen hours of science, including Anatomy and Physiology, as well as required supporting courses.

All courses will be taught at York College campus except for the professional courses which will be held at York Hospital. Clinical experiences are offered through supervised affiliation assignments at York Hospital and other contrasting institutions (mental health, rehabilitation, extended care facilities, visiting nurse association, university and small community hospitals.)

Following satisfactory completion of all courses required the student will be awarded the degree of Bachelor of Science in Health Record Administration. Graduates will be eligible to write the registration examination of the American Medical Record Association.

### HR100 Orientation to Health Record Administration Spring Semester

The course is designed to give the student a basic understanding of the responsibilities, professional relationships, future trends, and career opportunities within Health Record Administration.

1 class period. 1 credit hour.

### HR215 Medical Terminology Fall-Spring Semesters

The course is designed to enable the student to accurately spell and define common medical terms related to major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.

3 class periods. 3 credit hours.

### HR310 Directed Practice I Spring Semester

This is a supervised learning experience that enables the student to become aware of the services and clerical functions of the medical record department. The student learns to work with the personnel of the record department and is also exposed to the significance of the health record.

60 clinical hours. 1 credit hour.

### HR312 Organization and Administration of Health Care Facilities Spring Semester

The role of the hospital in health care delivery. An overview of the health care delivery system in the U.S. today including the history, current trends and future goals is the focus of this course. The role of the hospital in health care as well as objectives and organizational structure of various health care facilities is emphasized. Guest lectures by prominent local health care professionals are an integral part of this course.

3 class periods. 3 credit hours.

**HR313 Health Record Science****Spring Semester**

The historical background and value of the health record; health record content and format; numbering and filing systems; retention requirements; health record accreditation standards; and various health record processing functions are studied.

3 class periods.

3 credit hours.

**HR315 Quality Assurance in Health Care****Fall Semester**

This course introduces the development, philosophy and purpose of quality assurance in health care, discusses principles and techniques of utilization review and medical audit, and interprets PSRO and JCAH regulations as they apply to quality assurance activities.

2 class periods.

2 credit hours.

**HR409 Directed Practice II****Fall Semester**

The course gives the student exposure to the technical and professional functions of the medical record department through supervised assignments at medical record departments in the area. The formation of the health record in various departments is observed.

120 clinical hours.

2 credit hours.

**HR410 Directed Practice III****Spring Semester**

The course exposes the student to health records in other types of facilities such as extended care facilities, mental health centers and home care programs. Other student assignments are structured so that experience is gained in health record practice studied in the classroom.

60 clinical hours.

1 credit hour.

**HR411 Health Record Management Affiliation****Spring Semester**

This course is a 5 week planned and supervised work experience with a registered record administrator of an affiliated medical record department, for the purpose of gaining experience in department management.

1 credit hour.

**HR412 Health Record Management****Fall Semester**

This course presents an integration of basic health record science principles with the fundamental management process of planning, organizing, controlling and staffing. Student is given an opportunity to develop management skills by designing a medical record department, role-playing, case studies and management projects.

4 class periods.

4 credit hours.

**HR413 Health Classifications, Indexes, and Registers****Fall Semester**

Principles and techniques of health record practices related to coding and indexing of diseases and operations, with a variety of classifications; compiling and maintaining secondary record indexes and registers are studied.

3 class periods.

3 credit hours.

**HR414 Health Statistics and Research****Spring Semester**

Principles and techniques of health statistics, Vital and Public Health statistics; sources, definition, collection, and reporting of statistics; presentation and qualitative analysis of data; sources and uses of health data in the United States; research methodologies are explored.

3 class periods.

3 credit hours.

**HR415-HR416 Fundamentals of Medical Science** **Fall/Spring Semester**

An Introductory course to medical science, emphasizing the disease processes

affecting the human body via an integrated approach to specific disease entities, including the study of causes, diagnosis and treatment of diseases.

3 class periods. 3 credit hours/semester

#### **HR417 Legal Concepts for the Health Field** **Fall Semester**

This course introduces the law, administration of the law, legal aspects of hospital and medical staff organization, release of information and legal actions requiring evidence from health records, confidential communications, and consents and authorizations.

3 class periods. 3 credit hours.

#### **HR418 Health Record Administration Seminar** **Spring Semester**

A course focused upon the integration of all aspects of the student's health record experience. Selected topics are discussed as they relate to the identification, evaluation, and solution of various types of professional and administrative problems encountered by the health record administrator.

2 credit hours.

#### **HR419 Health Records In Specialized Health Care Facilities** **Spring Semester**

Exploration of the different techniques and systems of health record practices in extended care facilities, psychiatric institutions, ambulatory care settings, physician offices, and home care programs is undertaken.

1 class weekly. 1 credit hour.

#### **HR420 Systems Analysis** **Spring Semester**

The course is intended to develop an understanding of basic system concepts of fact gathering, recording, fact analysis techniques as well as implementation and managing system changes.

1 class period. 1 credit hour.

#### **HR427 Health Information Systems** **Spring Semester**

Data processing systems and applications of automated techniques to the handling of information in health care institutions are studied with emphasis on needs of health record services.

3 class periods. 3 credit hours.

#### **HR498 Independent Study**

This course is designed to give the student an opportunity to undertake a well-defined research project or management affiliation of his/her choice. The student would conduct his work under a faculty member.

1-3 credits.

## **Mathematics**

### **S150 Basic Mathematics**

A course emphasizing the fundamentals of mathematics, the operations, number systems, and one variable algebra. Students enrolled in this class must receive a grade of C or better before taking another mathematics course. Enrollment is at the discretion of the department. May not be used to fulfill mathematics core requirement. Students who have successfully completed math courses above this level are not permitted to schedule this course.

3 class periods. 3 credit hours.

**S151 Finite Mathematics\*****Fall Semester**

Designed for the first semester of mathematics for students not starting with S153, S154, or S171. Topics include: logic, sets, linear equations, graphs, linear programming, probability, statistics, and game theory.

3 class periods.

3 credit hours.

**S152 Foundations of Number systems\*****Spring Semester**

Designed to provide the concepts needed to teach mathematics in the elementary and middle school and a general appreciation of mathematics. Topics include set theory, logic and proof, and development of numbers. This course is required for all Elementary Education majors and recommended for Art, Music, History, International Studies, Humanities, and English majors who desire to take it.

3 class periods.

3 credit hours.

**S153 College Algebra\*****Spring Semester**

Designed to prepare students in algebraic skills. Topics include equations in one and two variables, inequalities, systems of equations, quadratic equations, polynomial functions, exponents, and logarithms.

3 class periods.

3 credit hours.

**S154 Pre-Calculus Mathematics\*****Spring Semester**

A course including algebra, trigonometry, and analytic geometry to prepare the student for the study of calculus.

3 class periods.

3 credit hours.

**S177 Fortran Programming****Fall-Spring Semesters**

An introduction to the FORTRAN language in problem-oriented situations. Develops computer skills for use in courses in which the computer is a valuable computational tool.

1 class period.

1 credit hour.

**S265 Elements of Statistics****Spring Semester**

Basic statistical analysis for use in all fields, theory of frequency distribution, measurements of dispersion, skewness, sampling, correlation, statistical presentation. Prerequisite: College Algebra S153 or equivalent.

3 class periods.

3 credit hours.

**S171, S172, S271 Analytic Geometry and Calculus\*****Fall-Spring Semesters**

Cartesian coordinates, slope, straight lines, conic sections, polar coordinates, limits, differentiation, integration, and applications of calculus to the physical sciences and engineering. Series expansion of functions, partial derivatives, and multiple integration. Prerequisite: Two units of algebra, one unit of plane trigonometry, and satisfactory achievement in college entrance examinations, or College Algebra S153.

4 class periods.

4 credit hours each semester.

\*May be used to fulfill mathematics core requirement.

**S272 Differential Equations****Spring Semester**

Introductory study with applications to physics, chemistry and engineering.

4 class periods.

4 credit hours.

**S372 Partial Differential Equations****Fall Semester**

An introduction to the study of partial differential equations with emphasis on practical applications. Prerequisite: Differential Equations.

3 class periods.

3 credit hours.

**S373 Mathematical Structures****Fall, odd numbered years**

A study of set theory and the development of the real numbers including a study of the construction and properties of the number systems.

3 class periods.

3 credit hours.

**S374 Elementary Linear Algebra****Spring, even numbered years**

An introduction to vector spaces, linear independence, linear transformation, bases, matrices, and determinants, including the geometry of vectors and basic theories of linear algebra.

3 class periods.

3 credit hours.

**S375 Introduction to Geometry****Fall, even numbered years**

A presentation of the essential geometric tools for developing more advanced geometry and other branches of mathematics.

3 class periods.

3 credit hours.

**S376 Abstract Algebra****Spring, odd numbered years**

An introduction to the study of modern algebra, with emphasis on groups, rings, and fields.

3 class periods.

3 credit hours.

**S471-S472 Advanced Calculus****Fall-Spring Semesters**

The course generalizes elementary calculus and presents it in a mathematically rigorous manner. It introduces the student to more advanced topics in calculus. Prerequisite: Calculus III.

3 class periods.

3 credit hours each semester.

**S475 Set Theory and Topology****Fall Semester**

A study of elementary set theory and a survey of the standard topics of General Topology, with emphasis on applications to the space of reals. Prerequisite: Calculus II.

3 class periods.

3 credit hours.

**S476 Advanced Geometry****Spring Semester**

A study of the foundations of Geometry, presenting the major geometries useful to the study of other advanced mathematics.

3 class periods.

3 credit hours.

**S480 Reading and Research in Mathematics** **Fall-Spring Semesters**

The course is designed to allow the student to pursue an area of interest in the field of mathematics. This course is limited to seniors who have previously demonstrated a high degree of proficiency in mathematics.

3 class periods.

3 credit hours.

**Physical Science****S180 Earth Science**

A study of the mineral and rock composition of the earth's crust, of the opposing processes of erosion and mountain building, and of the theory of plate tectonics.

2 class periods.

1 three-hour laboratory period.

3 credit hours.

**S181-S182 Physical Science****Fall-Spring Semesters**

A course for non-science majors with limited mathematical background. Emphasis on the relationship of scientific principles to daily experience. The first semester covers areas including force, motion, gravity, energy, heat, temperature, wave motion and sound. The second semester covers light, static electricity, electrical currents, basic chemistry, and modern concepts.

2 class periods.

1 three-hour laboratory period.

3 credit hours each semester.

**Physics****S183-S184 General Physics****Fall-Spring Semesters**

An introduction to college physics covering the field of mechanics, heat, sound, electricity, light, and selected topics of modern physics. Emphasis on theory, problems, and practical applications. This course is intended for students not majoring in physics or engineering.

3 class periods.

1 three-hour laboratory period.

4 credit hours each semester.

**S185 Engineering Physics (Mechanics)****Fall Semester**

This course is intended for first-year students who are majoring in Physics or Engineering. This semester deals with systems of forces, equilibrium, linear motion, work and energy, momentum, circular motion, rotational motion and moment of inertia, elastic properties of matter, hydrostatics, hydrodynamics, harmonic motion. Emphasis is on theory, problems, and practical applications.

Prerequisite: S171-Concurrent.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

**S186 Engineering Physics  
(Heat, Thermodynamics and Sound)****Spring Semester**

This semester covers areas like temperature and heat, thermal expansion, change of phase, transfer of heat, equation of state, laws of thermodynamics, heat engines, kinetic theory of gases, wave motion, transmission and detection of sound, interference, resonance, Doppler's Effect, sources of musical sounds, architectural acoustics. Prerequisite: S272-Concurrent.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

### **S285 Engineering Physics (Electricity and Magnetism)**

**Fall Semester**

Static electricity, electric field, Gauss' law, electric potential, capacitors and dielectrics, Ohmic law, electromotive force and electrical circuits, magnetic field, Ampere's law, Faraday's law, inductance, magnetic properties of matter, electromagnetic oscillations, Maxwell equations, electromagnetic wave theory. Prerequisite: S271-Concurrent.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

### **S286 Engineering Physics (Optics and Modern Physics)**

**Spring Semester**

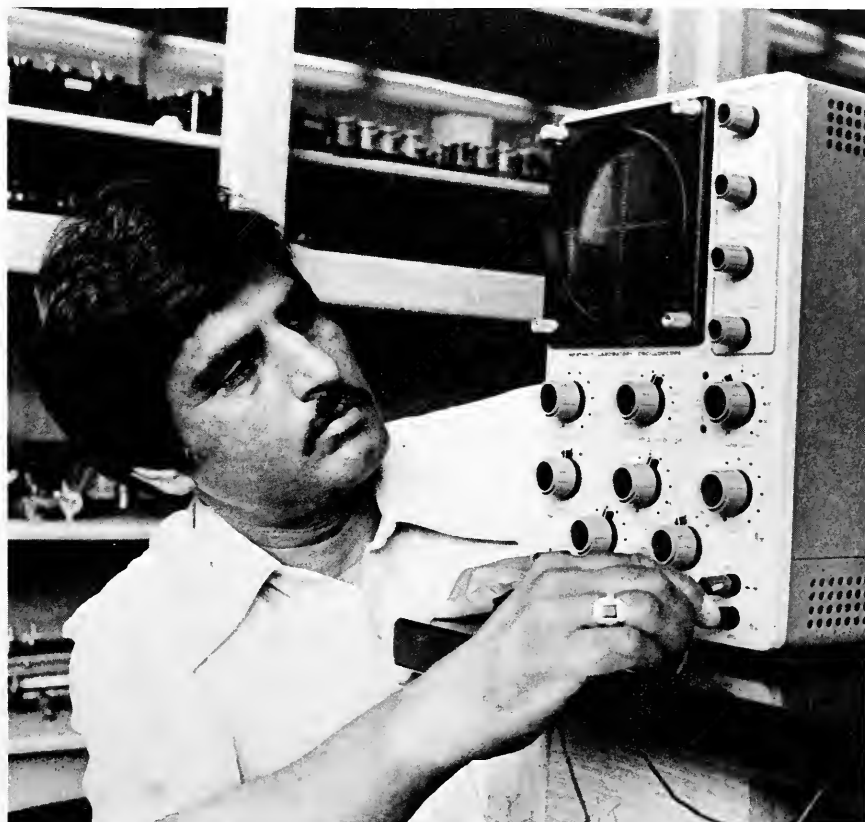
Nature and propagation of light, reflection and refraction of light, interference, diffraction and polarization, special theory of relativity, quantum theory of light, photoelectric effect, x-ray diffraction, Compton effect, wave properties of particles, uncertainty principle and its applications, atomic models, atomic spectra, quantum mechanics, statistical mechanics, atomic nucleus, nuclear transformations, elementary particles, etc.

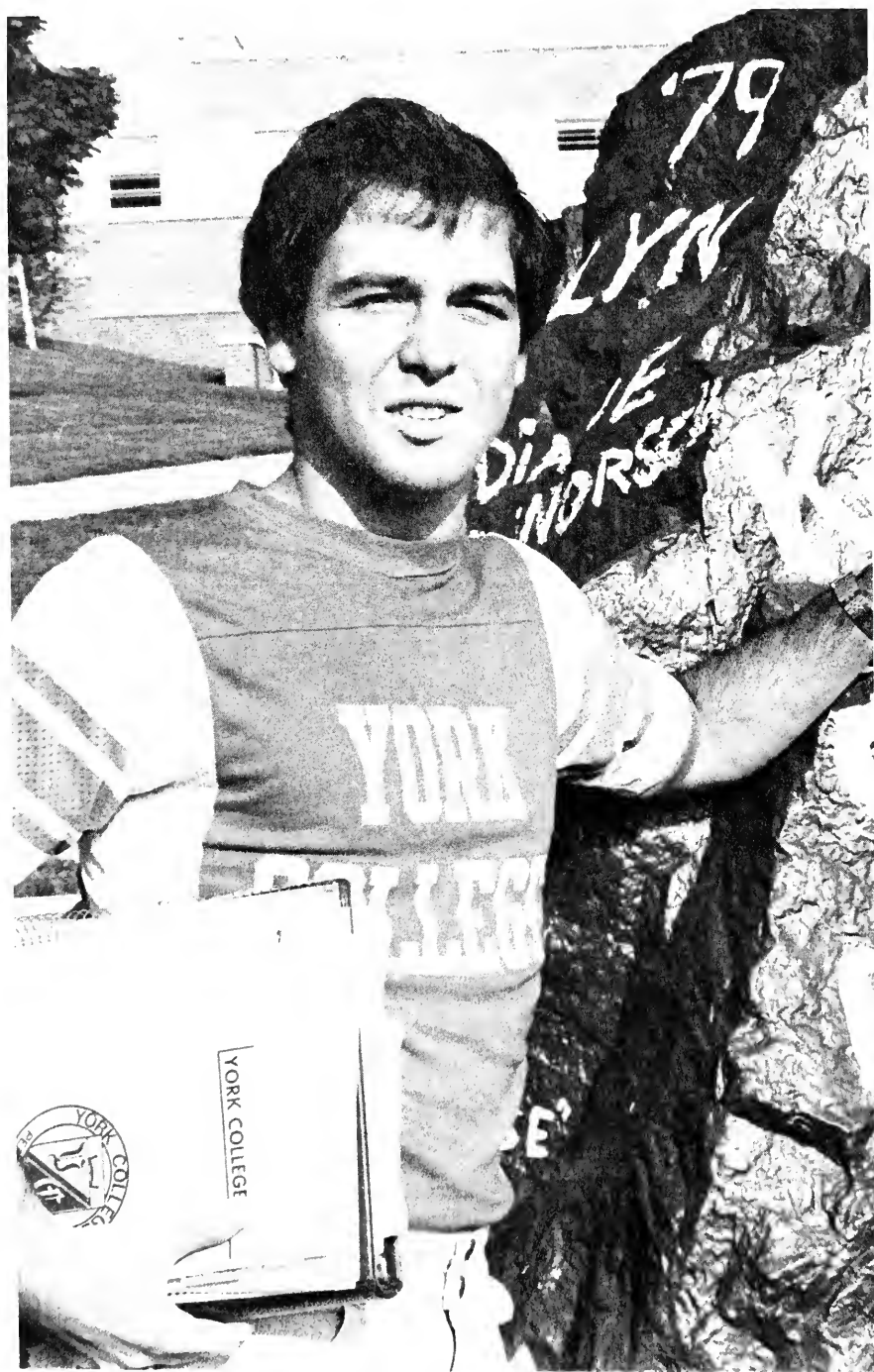
Prerequisite: S271.

3 class periods.

1 three-hour laboratory period.

4 credit hours.





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- Bradley J. Culbertson ..... Director of Financial Aid  
M.Ed., Pennsylvania State University
- Heywood G. Knight ..... Counselor/Advisor  
M.H., University of Richmond of Afro-American Club  
M.Div., Andover Newton Theological School
- George Hammen ..... Manager, Food Service
- John M. Wampler, M.D. .... College Physician
- Mildred A. Cottingham, R.N. .... College Nurse  
Union Hospital School of Nursing

## BUSINESS AFFAIRS

- Fred W. Ilges ..... Business Manager  
B.S., Ed.M., University of Scranton
- John T. Cusma ..... Assistant to the Business Manager  
B.S., Villanova University
- Calvin H. Williams ..... Assistant to the Business Manager  
B.S., Lehigh University

Leo Ruvolis, C.D.P. .... Director of Computer Operations  
 B.S., Iowa State University  
 M.Ed., Millersville State College

John Orwig ..... Assistant, Computer Operations

Belva Dickman ..... Recorder

Charles P. Bailey ..... Bookstore Manager

## ADMINISTRATIVE SERVICES

Raymond J. Melato ..... Director of Administrative Services  
 B.S., York College of Pennsylvania

Elizabeth G. Lovett ..... Coordinator of Independent Activities  
 B.S., York College of Pennsylvania

Charles C. Boll ..... Supervisor of Maintenance

Albert Cooney ..... Supervisor of Operations

Conrad F. Mihalek ..... Director of Security  
 B.A., Norwich University

## PUBLIC RELATIONS

Debra K. Fegely ..... Director of Public Relations  
 B.S., York College of Pennsylvania

Jerry E. Sweitzer ..... Editor, News Bureau and  
 B.A., The Pennsylvania State University Assistant to the  
 Director of Public Relations

Paul von Zech ..... Radio Station Manager

Lance Snyder ..... Art Director  
 York Academy of Arts

## DEVELOPMENT AND ALUMNI AFFAIRS

Richard B. McCarty, C.L.U. .... Director of Development and  
 B.A., Washington and Jefferson College Alumni Affairs

Judy S. Egloff ..... Alumni Coordinator  
 B.S., York College of Pennsylvania

## FACULTY ROSTER

Charles S. Seligman ..... Professor, Business Administration, Emeritus (1973)  
 B.A., M.G.A., C.P.A., LL.D.  
 \* \* \* \* \*

Anthony J. Alesi (1980) ..... Assistant Professor, Business  
 B.B.A., The City University of New York  
 M.B.M., Columbia University

Dennis A. Alessi (1977) ..... Instructor, Criminal Justice  
 B.S., M.A., University of Maryland  
 J.D., University of Baltimore

Marianne Allen (1980) ..... Instructor, Nursing  
 B.S.N., M.S.N., University of Pittsburgh

Florence L. Ames (1976) ..... Assistant Professor, English  
 B.S., California State College  
 A.M., Ph.D., Boston University

- Boyd E. Arnold (1965) ..... Associate Professor, Business Administration  
B.S., Bloomsburg State College  
M.Ed., Ph.D., Pennsylvania State University
- William H. Ashbaugh (1969) ..... Professor, Psychology  
B.A., Colby College  
M.Ed., University of Maine  
Ph.D., Pennsylvania State University
- Margaret S. Atwood (1956) ..... Associate Professor, Librarian  
A.B., and B.S. Library Science, State University of New York at Albany
- Irene Austin (1970) ..... Assistant Professor, Biology  
B.S., in Education, East Stroudsburg State College  
M.S., Michigan State University
- Philip J. Avillo, Jr. (1975) ..... Assistant Professor, History  
B.A., Hofstra University  
M.A., University of San Diego  
Ph.D., University of Arizona
- Van R. Baker (1967) ..... Professor, English  
B.S., United States Military Academy  
M.A., Ph.D., Columbia University
- John F. Barbor (1973) ..... Assistant Professor  
B.S., Rider College  
M.B.A., Shippensburg State College  
C.P.A.
- Dean S. Barnard (1970) ..... Professor, English  
A.B., M.A., Ph.D., University of Michigan
- Richard P. Batteiger (1972) ..... Assistant Professor, English  
B.A., Ohio University  
M.A., Ph.D., University of Florida
- Anne W. Bender (1980) ..... Instructor, Nursing  
B.S., Cornell University  
M.S.N., Catholic University of America
- Gary E. Bittner (1973) ..... Assistant Professor, Criminal Justice  
B.S. in Educ., M.P.A., Kent State University
- Charles W. Boas (1968) ..... Professor, Geography  
A.B., Lafayette College  
M.A., University of Virginia  
Ph.D., University of Michigan
- Kathy D. Brace (1971) ..... Assistant Professor, Sociology  
B.A., Grove City College  
M.A., Indiana University
- Glenn Briercheck (1975) ..... Associate Professor  
B.S., M.A., Ph.D., University of Connecticut  
Business Administration
- Dean L. Cheesebrough (1971) ..... Professor, Education  
B.S., California State College  
M.Ed., Temple University  
Ph.D., Miami University
- Richard J. Clark (1971) ..... Associate Professor, Biology  
B.S. and M.S., State University of New York  
Ph.D., Cornell University
- Marilyn L. Daly (1979) ..... Instructor, Biology  
B.A., Bridgewater College  
M.S., University of Southern Mississippi
- Robert F. Denoncourt (1969) ..... Professor, Biology  
B.S., M.Ed., Springfield College  
M.S.T., Union College  
Ph.D., Cornell University

- Alejandro deVanguardia (1962) ..... Retired – Assistant Professor, Languages  
B.S., Naval Academy, Cadiz, Spain
- Martin S. Devers (1977) ..... Instructor, Criminal Justice  
B.S., West Virginia State College  
M.A., M.S., Washington State University
- Paul W. Diener (1976) ..... Assistant Professor  
B.A., Lebanon Valley College  
M.Div., United Theological Seminary  
M.A., McCormick Theological Seminary  
Ph.D., Temple University  
Religion and Philosophy
- Charles F. Dye (1971) ..... Associate Professor, Business Education  
B.S., Bloomsburg State College  
M.Ed., Shippensburg State College
- Richard D. Farrell (1977) ..... Instructor, Speech and Theater  
B.A., M.A., University of Missouri
- deg farrelly (1976) ..... Assistant Professor, Assistant Librarian  
B.A., Illinois State University  
M.L.S., Rutgers University
- Jeanine R. Fry (1970) ..... Assistant Professor, Speech  
B.F.A., Ohio University  
M.A., Miami University
- Jean S. Fultz (1979) ..... Instructor, Health Records  
B.S., York College of Pennsylvania
- Fredrick S. Gaschen, Sr. (1977) ..... Assistant Professor,  
B.S.B.A., Miami University  
M.B.A., Bryant College  
Business Administration
- Brian R. Glandon (1972) ..... Assistant Professor, Education  
A.B., Wittenberg University  
M.A., Ph.D., Miami University
- Regina B. Glover (1978) ..... Instructor, Recreation  
B.S., University of Illinois  
M.S., State University of New York at Cortland
- Charlotte K. Gotwald (1967) ..... Assistant Professor, Sociology  
A.B., Western College for Women  
M.Ed., Johns Hopkins University  
M.A., American University
- Susan H. Grassman (1979) ..... Instructor, Nursing  
B.S.N., M.S.N., Syracuse University
- Betty M. Guidara (1967) ..... Assistant Professor, Mathematics  
B.S., Indiana University of Pennsylvania  
M.S., Bucknell University
- Thomas V. Hall (1977) ..... Assistant Professor, Speech  
B.S., Defiance College  
M.A., Ph.D., Bowling Green State University
- Jacquelin H. Harrington (1978) ..... Instructor, Nursing  
B.S.N., Columbia Union College  
M.S., University of Maryland
- Carl E. Hatch (1968) ..... Associate Professor, History  
B.A., Barrington College  
M.A., M.Ed., University of Buffalo  
Ph.D., State University of New York at Buffalo
- James I. Heindel (1980) ..... Instructor, Respiratory Therapy  
B.S., Lebanon Valley College
- Susan M. Herceg (1980) ..... Instructor, Nursing  
B.S.N., The University of Illinois  
M.S., The University of Michigan

- Dean R. Hess (1980) ..... Instructor, Respiratory Therapy  
B.A., Messiah College
- Donald L. Holroyd (1968) ..... Assistant Professor, English  
B.A., Brown University  
M.A., Claremont Graduate School
- Heinz L. Hosch (1968) ..... Assistant Professor, Languages  
B.A., M.A., Brigham Young University
- Archibald B. How (1976) ..... Assistant Professor, Business Administration  
B.S., United States Coast Guard Academy  
M.S., United States Naval Postgraduate School
- Jack C. Jaquet (1960) ..... Associate Professor, Health and  
B.A., Monmouth College Physical Education  
M.S., Wisconsin University
- Edward T. Jones (1971) ..... Associate Professor, English  
B.A., Juniata College  
M.A., Ph.D., University of Maryland
- Mary Lou Kasputis (1979) ..... Instructor, Nursing  
B.S.N., Villa Maria College  
M.S.N., Case Western Reserve University
- Ruth P. Katherman (1966) ..... Assistant Professor, Psychology  
B.S., College of William and Mary  
M.S., Millersville State College
- Sardari Khanna (1965) ..... Professor, Physics  
B.A., Panjab University  
M.Sc., Ph.D., Sauger University
- Saroj Khanna (1973) ..... Instructor, History  
B.A., Government College, Amritsar, India  
M.A., Panjab University
- Albert W. King (1957) ..... Assistant Professor, Earth Science  
B.S., Trinity College  
M.Ed., Cornell University  
M.A., Franklin and Marshall College
- August Knauber (1975) ..... Assistant Professor, Business Administration  
B.S., M.S., The City College, University of New York  
Ph.D., Fordham University
- Carolyn L. Kreamer (1980) ..... Instructor, Nursing  
B.S., The Pennsylvania State University  
M.S., University of Maryland
- Melvin A. Kulbicki (1976) ..... Assistant Professor, Political Science  
B.A., University of Maryland  
M.A., Ph.D., The Pennsylvania State University
- Dorothy K. Lagunowich (1965) ..... Assistant Professor, Assistant Librarian  
B.S., Cornell University  
B.S.L.S., Millersville State College  
M.S.L.S., Drexel University
- Brook I. Landis (1977) ..... Assistant Professor  
B.S., M.S., Massachusetts Institute Business Administration  
of Technology  
Ph.D., Cornell University
- David C. Lawrence (1975) ..... Assistant Professor, Business Administration  
B.A., Franklin and Marshall College  
M.B.A., Pennsylvania State University  
C.P.A.
- Frederick D. Leinheiser (1980) ..... Assistant Professor, Accounting  
B.S., St. Joseph's College  
M.B.A., Shippensburg State College  
C.P.A.

- Thomas D. Lepson (1970) ..... Associate Professor, Business Administration  
 B.S., University of Baltimore  
 M.B.A., American University  
 Ph.D., Union Graduate School
- John S. Levisky (1979) ..... Instructor, Criminal Justice  
 B.S., Grove City College  
 M.S., Rochester Institute of Technology  
 M.A., Cornell University
- P. Frank Lisk, Jr. (1967) ..... Professor, Business Administration  
 B.A., University of Florida  
 M.B.A., University of Pennsylvania
- Annette Logan (1976) ..... Assistant Professor  
 B.S., New York University  
 M.S., University of Illinois  
 Ed.D., New York University  
 Recreation
- Clara M. Long (1978) ..... Associate Professor, Nursing  
 B.S.N., University of Pittsburgh  
 M.S.N., Case Western Reserve University  
 G.N.P., Certified Geriatric Nurse Practitioner, Texas  
 Women's University
- Patrick J. Massa (1972) ..... Assistant Professor, Physical Education  
 B.A., Davis and Elkins College  
 M.A., West Virginia University
- Carolyn F. Mathur (1977) ..... Assistant Professor, Biology  
 B.A., Millersville State College  
 Ph.D., Auburn University
- Benjamin M. McKulik (1971) ..... Associate Professor, English  
 A.B., Princeton University  
 M.A., Ph.D., University of South Carolina
- Susan R. McMillan (1980) ..... Instructor, Assistant Librarian  
 B.A., York College of Pennsylvania  
 M.L.S., University of Pittsburgh
- Norman C. Miller (1980) ..... Assistant Professor, Business  
 B.A., M.A., Rutgers University
- James L. Mohatt (1971) ..... Associate Professor, Music  
 B.F.A., Nebraska State College  
 M.M., University of Nebraska  
 Ph.D., University of Iowa
- Ruth V. Moran (1980) ..... Professor, Nursing  
 B.S.N., University of Bridgeport  
 M.S., University of Colorado  
 M.Ed., Ed.D., Columbia University
- James L. Morrison, Jr. (1971) ..... Professor, History  
 B.A., Virginia Military Institute  
 M.A., University of Virginia  
 Ph.D., Columbia University
- Leonid Murog (1965) ..... Assistant Professor, Social Science  
 B.S., Indiana University  
 M.A.T., St. Louis University
- Lynn S. Orlando (1977) ..... Assistant Professor, Education  
 B.A., Point Park College  
 M.Ed., Bloomsburg State College  
 Ed.D., The Pennsylvania State University
- Siham A. Osman (1977) ..... Assistant Professor, Art  
 B.S., Higher Institute of Fine Art, Cairo, Egypt  
 M.S., Kansas University  
 Ph.D., Helwan University, Cairo, Egypt

- Carmen H. Owen (1963) ..... Associate Professor, Psychology  
B.A., M.A., Duke University
- Keith E. Peterman (1976) ..... Associate Professor, Chemistry  
B.S., M.Ed., Shippensburg State College  
Ph.D., University of Idaho
- David T. Polk (1972) ..... Assistant Professor, Sociology  
B.S., Baldwin-Wallace College  
M.A., Kent State University
- Nina B. Reid (1974) ..... Assistant Professor, Physical Education  
B.S., M.Ed., Western Maryland College
- Joan A. Reider (1979) ..... Instructor, Nursing  
B.S.N. and M.S.N., University of Maryland
- William O. Rexrode (1980) ..... Instructor, Respiratory Therapy  
B.S., The Pennsylvania State University  
M.D., University of Pennsylvania School of Medicine
- E. Walter Richter (1972) ..... Associate Professor, Speech  
B.A., University of Minnesota  
M.A., Michigan State University  
Ph.D., Southern Illinois University
- Nancy J. Robertson (1980) ..... Instructor, Nursing  
B.S.N., M.S., University of Maryland
- Joseph A. Salvatore (1972) ..... Assistant Professor, Music  
B.S., in P.S.M., Duquesne University  
M.Ed., Pennsylvania State University  
Ph.D., Florida State University
- Sidney S. Sappington ..... Assistant Professor, Business  
B.S., M.B.A., Mt. St. Mary's College  
J.D., University of Baltimore
- Dale G. Sauers (1978) ..... Assistant Professor, Business  
B.E.E., Cleveland State University  
M.B.A., University of Houston  
P.E.
- Kenneth G. Scalet (1970) ..... Associate Professor, Business Administration  
B.A., St. Vincent College  
M.B.A., St. John's University
- Gerald Siegel (1970) ..... Associate Professor, English  
B.A., Western Maryland College  
M.A., Texas Christian University  
M.Ph., Ph.D., George Washington University
- Bruce Smith (1971) ..... Professor, Biology  
B.S., Arkansas State University  
M.S., University of Mississippi  
Ph.D., University of South Carolina
- Edward A. Smith (1976) ..... Instructor, Sociology  
B.S., Frostburg State  
M.A., West Virginia University
- Mary Ann Snodgrass (1979) ..... Assistant Professor, Nursing  
B.S.N., Ohio State University  
M.S.Ed., Temple University  
M.A., Nursing New York University
- Chin Ha Suk (1967) ..... Associate Professor, History  
A.A., Bay City College  
B.A., M.A., Ph.D., George Washington University
- Robert H. Terry (1965) ..... Professor, International Relations  
B.S., Mansfield State College  
M.Ed., Shippensburg State College  
M.A., Ph.D., American University

- Otto H. Tomasch (1976) ..... Instructor, Art  
 B.A., M.A., Pennsylvania State University  
 M.F.A., Temple University
- James G. Troutman (1970) ..... Associate Professor, Mathematics  
 B.S., The Pennsylvania State University  
 M.A., Ball State University  
 Ed.D., Nova University
- Dick VanTassell (1979) ..... Assistant Professor, Public Administration  
 B.A., University of Utah  
 M.P.A., D.A., Idaho State University
- Lynn S. Warner (1980) ..... Instructor, Nursing  
 B.S.N., University of Pennsylvania  
 M.S., University of Maryland
- Stephen E. Wessley (1973) ..... Associate Professor, History  
 B.A., St. John's University  
 M.A., Ph.D., Columbia University
- Warren H. Wetzler (1956) ..... Assistant Professor, Mathematics  
 B.S., West Chester State College  
 M.Ed., Pennsylvania State University
- Ralph C. Woolley (1966) ..... Assistant Professor, Music  
 B.M., Baylor University
- John F. Yeagley (1970) ..... Assistant Professor, Mathematics  
 B.A., Dickinson College  
 Ph.D., Cornell University

## ASSISTANT INSTRUCTORS

- Aline M. Harrison ..... Chemistry  
 B.S., University of Michigan  
 M.S., University of Maryland
- Janice E. Smith ..... Chemistry  
 B.S., Millersville State College
- Pamela M. Peters ..... Biology  
 B.S., Juniata College
- Phyllis S. Poff ..... Business Education  
 B.S., Elizabethtown College

## U.S. ARMY, ROTC

- Archibald Galloway II ..... Major  
 B.A., College of William and Mary
- Clifford Fuller ..... Master Sergeant
- Robert B. Karsteter ..... Lt. Colonel  
 M.S., Texas A & M University

## ADJUNCT FACULTY

- Frank C. Arcuri (1977) ..... Lecturer in Business Law  
 B.A., The Pennsylvania State University  
 J.D., University of Baltimore
- Carl L. Bankard (1978) ..... Lecturer in Business  
 B.A., University of Baltimore
- Harry Bauman (1977) ..... Lecturer in Chemistry  
 B.S., Franklin & Marshall College  
 M.S., Syracuse University

- Harold K. Berger (1961) ..... Lecturer in Mathematics  
 B.S., Millersville State College  
 M.S.S., Temple University  
 M.S., University of New Hampshire
- Greg Bowers (1976) ..... Lecturer in English  
 B.A., Catawba College  
 M.A., Western Washington University
- Sandra E. Brillhart (1967) ..... Lecturer in Mathematics  
 B.A., Bucknell University  
 M.A.T.M., Villanova University
- Audrey J. Brubaker (1965) ..... Lecturer in English  
 B.A., Messiah College  
 M.A., University of Idaho
- Zoel Burickson (1965) ..... Sculptor-in-Residence  
 DaVinci School of Sculpture  
 Maryland Institute College of Fine Arts  
 Beaux Arts Institute, Bucharest
- Roberta Duceman ..... Lecturer in French  
 B.A., Susquehanna University  
 M.A., Kutztown State College
- Jerome M. Dyer (1974) ..... Lecturer in English  
 B.S., Loyola University
- Marcia L. Englar (1976) ..... Applied Music  
 B.M., B.M.E., Augustana College
- Mark D. Frankel (1974) ..... Lecturer in Real Estate  
 B.A., University of Maryland  
 J.D., American University
- Rita M. Frey (1972) ..... Lecturer in English  
 B.A., Gettysburg College  
 M.Ed., Shippensburg State College
- Ronald K. Fruth (1973) ..... Lecturer in Accounting  
 B.S., Geneva College  
 C.P.A.
- Elizabeth Garthly (1971) ..... Lecturer in Art  
 B.F.A., University of Pennsylvania  
 M.S., Temple University
- Ignatius Gennusa (1973) ..... Applied Music  
 Artist Degree, Curtis Institute of Music
- Bruce Gibson ..... Lecturer in Math  
 B.S., Millersville State College
- Leander Gilreath (1972) ..... Lecturer in Psychology  
 B.A., Asbury College  
 M.S., Millersville State College
- Norman J. Haldeman (1975) ..... Lecturer in Business  
 A.B., University of Maryland  
 M.S., Temple University
- Carol Hall (1978) ..... Lecturer in English  
 B.A., Adrian College
- Jeannie Hannah (1979) ..... Lecturer in English  
 B.A., M.A., Radford College
- Robert L. Harding (1979) ..... Lecturer in Business  
 B.S., Mt. Union College  
 M.B.A., University of Michigan
- R. E. Heidenreich (1978) ..... Lecturer in Business  
 B.A., University of Florida  
 M.B.A., Wharton School, University of Pennsylvania

- Theodore Herzel (1969) ..... Applied Music  
 B.M., Westminster Choir College  
 M.M., University of Rochester
- Robert Hill ..... Visiting Instructor 1980-81  
 B.S., Millersville State College  
 M.S., University of Wyoming
- Terrance Hormel (1975) ..... Lecturer in Business  
 B.A., M.B.A., University of Pittsburgh
- Marjorie Jones (1968) ..... Applied Music  
 Certificate-Peabody Conservatory of Music
- J. Robert Katherman (1975) ..... Lecturer in Business Law  
 B.A., York College of Pennsylvania  
 J.D., University of Baltimore
- Jay Kauffman (1977) ..... Lecturer in Business Law  
 B.S., York College of Pennsylvania  
 J.D., University of Baltimore
- Richard F. Kauffman (1976) ..... Lecturer in Philosophy  
 B.A., Franklin & Marshall College  
 M.Div., Lutheran Theological Seminary, Gettysburg  
 M.S. Ed., Temple University
- June M. Keeney (1976) ..... Lecturer in English  
 B.S., Millersville State College  
 M.Ed., The Pennsylvania State University  
 Ed.D., University of Maryland
- Richard Klick (1977) ..... Lecturer in Philosophy  
 B.A., Muhlenberg College  
 B.D., S.T.M., Philadelphia Lutheran Seminary  
 S.T.D., Temple University
- Terry D. Knause (1979) ..... Lecturer in Accounting  
 B.S., York College of Pennsylvania  
 C.P.A.
- Thomas Lamb (1977) ..... Lecturer in Mathematics  
 B.S., Indiana University of Pennsylvania  
 M.A., Boston College
- Carol S. Lecrone ..... Lecturer in Shorthand-Typing  
 B.S., Elizabethtown College  
 M.Ed., Shippensburg State College
- Frank Lindenmuth (1976) ..... Lecturer in Psychology  
 B.A., Elizabethtown College  
 M.S.W., University of Maryland
- Dorothy Livaditis (1978) ..... Lecturer in Business Law  
 B.A., Dickinson College  
 J.D., Temple School of Law
- Ann F. Ludwick (1967) ..... Lecturer in Mathematics  
 B.A., Shepherd College  
 Advanced Studies, Pennsylvania State University
- Ralph D. Ludwick (1973) ..... Lecturer in Mathematics  
 B.A., Shepherd College  
 Advanced Studies, University of Oklahoma
- Linda R. Matesevac (1970) ..... Lecturer in Psychology  
 B.A., Elizabethtown College  
 M.A., Ohio State University
- Patricia Mederios (1979) ..... Lecturer in English  
 B.A., Lake Forrest College  
 M.A., Ph.D., University of Massachusetts

- JoAnn Melfa (1978) ..... Lecturer in Criminal Justice  
B.S., Towson State College
- Robert Motter (1977) ..... Lecturer in Accounting  
B.A., University of Pittsburgh
- Robert Murphy (1976) ..... Lecturer in Real Estate  
B.A., Pennsylvania Real Estate Commission
- William W. Mussmann (1970) ..... Lecturer in Business  
A.B., Princeton University  
J.D., Rutgers University
- Barbara Noyes (1977) ..... Lecturer in Business  
B.S., York College of Pennsylvania  
C.P.A.
- B. J. Olewiler (1974) ..... Lecturer in Philosophy  
B.A., University of Washington  
Ph.D., Johns Hopkins University
- Marilyn M. Owens (1977) ..... Lecturer in Art  
B.S., Millersville State College  
M.A., Towson State College
- James Pfohl (1973) ..... Musician-in-Residence  
B.A., M.M., University of Michigan  
D.M., Cincinnati Conservatory of Music
- Alan R. Piperberg (1977) ..... Lecturer in Real Estate  
B.S., Wharton School, University of Pennsylvania
- Walter Powell (1979) ..... Lecturer in English  
B.A., Slippery Rock State College  
M.A., Kent State University
- R. Rajan (1973) ..... Lecturer in Statistics  
B.S.M.E., Madras University  
M.E. Sci., Pennsylvania State University
- William S. Read (1979) ..... Lecturer in Insurance  
B.A., Cornell University  
C.P.C.U.
- Elizabeth Reilly (1978) ..... Lecturer in English  
B.A., Wilson College  
M.A., Catholic University of America
- Lois M. Revi (1975) ..... Lecturer in English  
B.A., Brown University  
M.A., Temple & Villanova
- Nancy Rexrode ..... Lecturer in Nursing  
B.S., The Pennsylvania State University  
M.Ed., Tufts University
- Stephany Sechrist (1971) ..... Lecturer in English  
A.B., Barnard College  
M.Ed., Cornell University
- Martin Shapiro (1974) ..... Lecturer in Economics  
B.A., Rutgers State University  
M.A., Fairleigh Dickinson University
- John Shelley (1979) ..... Lecturer in Mathematics  
B.S., Franklin & Marshall College  
M.S.Ed., University of Pennsylvania
- Robert Shipley (1978) ..... Lecturer in English  
B.A., Northwestern University
- Bernell Shoff ..... Lecturer in Engineering

- Ronald Simanovich (1979) ..... Lecturer in Physics  
 B.S., Millersville State College  
 M.S., Middle Tennessee State University
- Fred Smith, Jr. (1979) ..... Lecturer in Physics  
 B.S., California State College  
 M.Ed., Shippensburg State College
- Steve Snyder (1977) ..... Lecturer in English  
 B.A., Shippensburg State College  
 M.A., University of Maryland
- Alexander Soussa (1978) ..... Lecturer in Physics  
 B.S., Cairo University  
 M.S., Stevens Institute of Technology
- Edward Stankoski (1979) ..... Lecturer in Real Estate  
 B.A., Franklin and Marshall College  
 J.D., Dickinson School of Law
- Madelein Stauffer (1974) ..... Applied Music  
 B.A., West Chester State College
- Glenn Stevens (1977) ..... Lecturer in Business  
 B.A., Lycoming College  
 M.B.A., Loyola College
- Edward Thigpen (1978) ..... Lecturer in Business  
 B.A., Western Maryland College  
 S.T.M., Wesley Theological  
 Ph.D., Wesley American University
- Barbara A. Tremiere (1975) ..... Lecturer in Sociology  
 B.A., Miami University  
 M.S.W., University of Pittsburgh
- George Trout (1977) ..... Lecturer in English
- James D. Valentine (1980) ..... Lecturer in Banking  
 B.S., York College of Pennsylvania
- Michelle Warner (1977) ..... Lecturer in English  
 B.A., The Pennsylvania State University
- D. Kenneth Watkins (1976) ..... Lecturer in Psychology  
 B.S., Millersville State College
- Helga M. Wells (1973) ..... Lecturer in German  
 B.A., Boston University  
 M.A., Boston University
- Martin Whelan (1979) ..... Lecturer in Business  
 B.S., Drexel Institute  
 M.B.A., Columbia University  
 C.P.A.
- Stephen D. Yohe (1973) ..... Lecturer in English  
 B.S., Millersville State College  
 M.S., Temple University
- Patricia H. Young (1978) ..... Lecturer in Secretarial Studies  
 B.S., Rider College  
 M.Ed., Shippensburg State College

## York Hospital

- Frank B. Boyle ..... Instructor, Health Record Administration  
 A.B., University of Pennsylvania  
 J.D., University of Pennsylvania
- Virginia Crowell, RRA ..... Instructor, Health Record Administration  
 B.S., York College of Pennsylvania

Cheryl Maytrott, RRA .....	Instructor, Health Record Administration B.S., York College of Pennsylvania
Ann Miller .....	Instructor, Health Record Administration B.A., Syracuse University M.S., New York University
Shirley M. Starnier .....	Coordinator Learning Center Diploma In Nursing, York Hospital B.S., Millersville State College M.S., Shippensburg State College

## Health Record Science Affiliation Faculty

<i>Name</i>	<i>Hospital</i>
Cynthia Andrusisian, RRA .....	Geisinger Medical Center
Mary Ann Bacas, RRA .....	York Osteopathic Hospital
Amy Biedlingmaier, RRA .....	Community General Hospital
Jeanne DeNezza, RRA .....	Lancaster General Hospital
Jill Goad, RRA .....	Medical City Dallas
Cindy Hart, RRA .....	Harrisburg Hospital
Carole Knaper, RRA .....	Lancaster Osteopathic Hospital
Gladys Musser, RRA .....	St. Joseph's Hospital
Barbara Olack, RRA .....	Cooper Medical Center
Randall Patton, RRA .....	Hershey Medical Center
Sally Simons, RRA .....	Overlook Hospital
Anne Steinbeck, RRA .....	The Englewood Hospital
Edythe Tracy, RRA .....	Upstate Medical Center
Jenny Williamson, RRA .....	Holy Spirit Hospital
Bonnie Zahn, RRA .....	St. Francis Hospital

## Lancaster General Hospital — Lancaster, Pa. School of Medical Technology

Patricia A. Burkhart	B.A., Shippensburg State College M.T., Lancaster General Hospital School of Medical Technology M.T. (ASCP)
Anne S. Cousar	B.S., York College of Pennsylvania M.T., Lancaster General Hospital School of Medical Technology M.T. (ASCP)
James T. Eastman, III	B.A., Kenyon College M.D., University of Cincinnati College of Medicine Diplomate American Board of Pathology, Anatomical and Clinical Pathology
Gerald R. Fahs	B.S., Wheaton College M.D., Temple University School of Medicine Diplomate American Board of Pathology, Anatomical and Clinical Pathology
Nadine E. Gladfelter .....	Educational Coordinator B.A., Millersville State College M.S., Temple University M.T., Lancaster General Hospital School of Medical Technology M.T. (ASCP)

- Patricia B. Jackson  
 B.S., Elizabethtown College  
 M.S., Temple University  
 M.T., Lancaster General Hospital School of Medical Technology  
 M.T. (ASCP)
- Peter Kicey  
 B.A., Franklin and Marshall College  
 M.T., Lancaster General Hospital School of Medical Technology  
 M.T. (ASCP)
- Samuel Martin  
 B.S., Hahnemann Medical College  
 M.T., Hahnemann Hospital  
 M.T. (ASCP)
- David T. Miller  
 B.A., University of Rochester  
 Ph.D., University of Virginia  
 M.D., University of Nebraska College of Medicine
- Ward M. O'Donnell ..... Medical Director  
 B.A., Georgetown University  
 M.D., Georgetown University School of Medicine  
 Diplomate American Board of Pathology
- Mary Ann Riehl  
 B.S., Elizabethtown College  
 M.T., Lancaster General Hospital School of Medical Technology  
 M.T. (ASCP)
- William H. Sweger  
 B.A., Lycoming College  
 M.T., Lancaster General Hospital School of Medical Technology  
 M.T. (ASCP)  
 S.C. (ASCP)
- Patricia Walls  
 B.S., Saint Francis College  
 M.S., The Pennsylvania State University  
 M.T., Altoona Hospital  
 M.T. (ASCP)
- Fred Zimmerman  
 B.S., The Pennsylvania State University  
 M.T., Lancaster General Hospital School of Medical Technology  
 M.T. (ASCP)

### **St. Joseph Hospital — Lancaster, Pa. School of Medical Technology**

- Susan Dellinger ..... Technical Director  
 B.A., Shippensburg State College  
 M.S., Temple University  
 M.T. (ASCP)
- Laurence Demers  
 B.A., Merrimack College  
 Ph.D., State University of New York
- Ruth Dieffenbach  
 B.S., Elizabethtown College  
 M.T. (ASCP)
- Edward Eisenhower  
 B.S., Villanova University  
 M.D., Medical University of South Carolina  
 Fellow College of American Pathologists

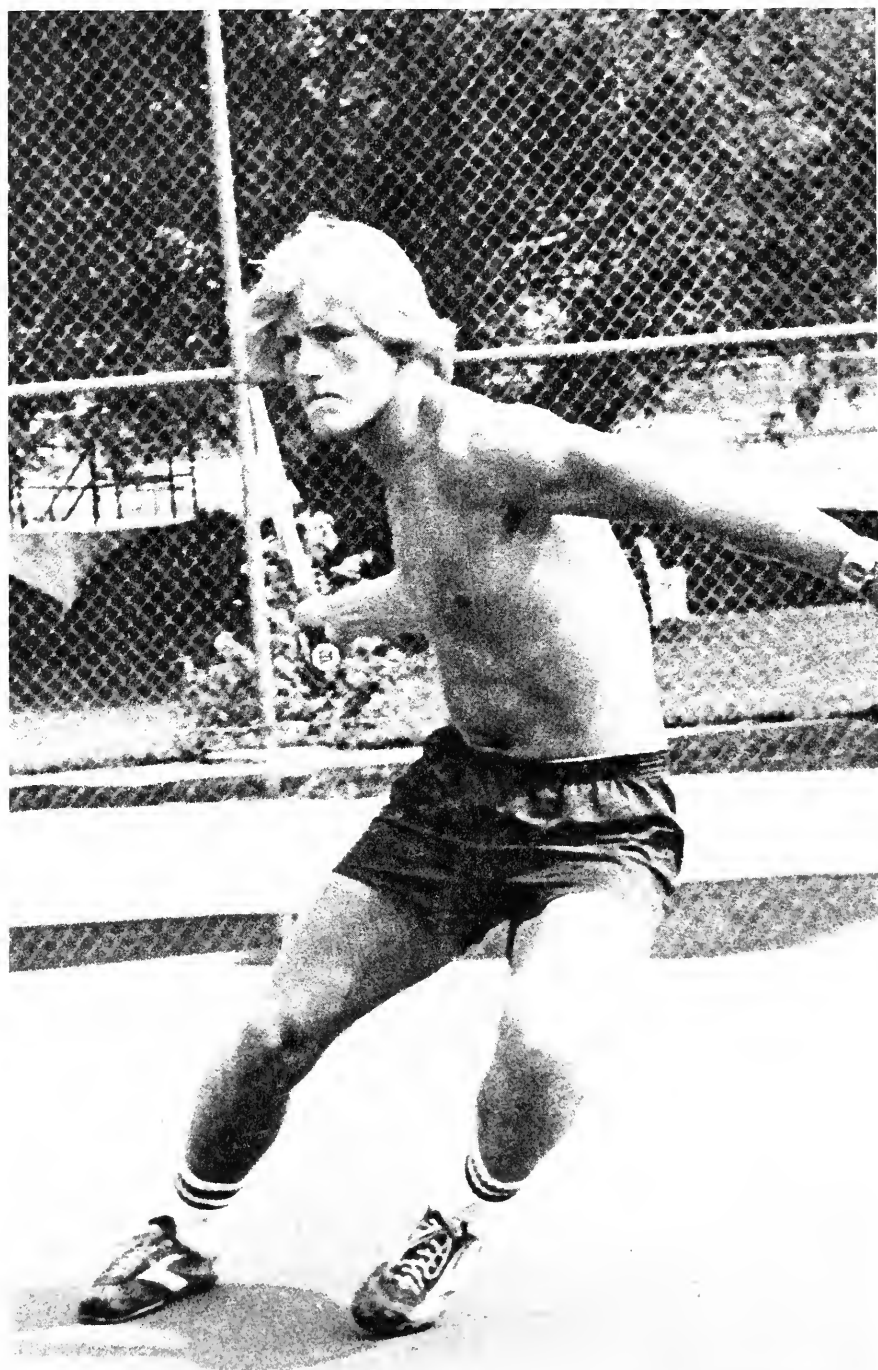
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M.S., Thomas Jefferson University  
M.T. (ASCP)
- Suzanne Graham  
B.S., Millersville State College  
M.T. (ASCP)
- Deborah Hambleton  
B.S., Millersville State College  
M.T. (ASCP)
- Nelson Herr
- Joe Meier  
B.S., Millersville State College  
M.T. (ASCP)
- Karen Olley  
B.S., The Pennsylvania State University  
M.T. (ASCP)
- Joyce Reider  
B.S., Elizabethtown College
- Pat Welk  
B.S., St. Francis College  
M.T. (ASCP)
- Sue White  
B.S., Elizabethtown College  
M.T. (ASCP)
- Kim Witmer  
B.S., Millersville State College  
M.T. (ASCP)
- Stephanie Yentsch  
B.S., Indiana University of Pennsylvania  
M.T. (ASCP)
- Dave Drothler  
B.S., Elizabethtown College  
M.T. (ASCP)
- William O. Umiker ..... Medical Director  
B.S., M.D., University of Buffalo  
Fellow College of American Pathologists

**York Hospital — York, Pa.**  
**School of Medical Technology**

- David A. Bankert  
B.S., York College of Pennsylvania  
M.T., York Hospital School of Medical Technology  
M.T. (ASCP)
- Martin L. Beaverson  
B.A., Millersville State College  
M.T., York Hospital School of Medical Technology  
M.T. (ASCP)
- Carolyn S. Darr  
B.S., York College of Pennsylvania  
M.T., York Hospital School of Medical Technology  
M.T. (ASCP)
- Robert C. Elser  
B.S., Lehigh University  
Ph.D., University of Florida

- Donald E. Guise  
 B.S., Elizabethtown College  
 M.T., York Hospital School of Medical Technology  
 M.T. (ASCP)
- David M. Jeffers  
 B.S., Ursinus College  
 M.W., University of Maryland  
 M.T., Harrisburg Hospital School of Medical Technology  
 M.T. (ASCP)
- James A. Kellogg  
 B.S., Bucknell University  
 Ph.D., George Washington University
- Brenda L. Kile ..... Educational Coordinator  
 B.S., Lycoming College  
 M.T., Lancaster General Hospital School of Medical Technology  
 M.T. (ASCP)
- Carolyn E. McDowell  
 B.S., Juniata College  
 M.T., York Hospital School of Medical Technology  
 M.T. (ASCP)
- Linda K. Neely  
 A.S., York College of Pennsylvania  
 M.T., York Hospital School of Medical Technology  
 M.T. (ASCP)
- John W. Seiple  
 B.S., York College of Pennsylvania  
 M.T., York Hospital School of Medical Technology  
 M.T. (ASCP)
- John P. Whiteley ..... Medical Director  
 B.A., Dartmouth College  
 M.D., Temple University School of Medicine





# Calendars

## FIRST SEMESTER 1980-1981

### (60-Minute Class Periods)

### 1980

August 27-28	Wednesday - Thursday	6:15 p.m. to 7:30 p.m.	Registration for Evening Sessions
September 1	Monday	2:00 p.m.	College Housing Opens
September 2	Tuesday	1:00 p.m. to 4:00 p.m.	Registration
September 3	Wednesday	9:00 a.m. to 4:00 p.m.	Registration
September 4	Thursday	8:30 a.m.	Classes Begin
September 4	Thursday		Late Registration Fee Applies
September 11	Thursday		Last Day to Add Classes
October 17	Friday	5:00 p.m.	Fall Break Begins
October 22	Wednesday	8:30 a.m.	Classes Resume
November 17	Monday		Last Day to Withdraw From Courses
November 25	Tuesday	10:00 p.m.	Thanksgiving Vacation Begins
December 1	Monday	8:30 a.m.	Classes Resume
December 13-18	Saturday thru Thursday		Final Examinations
December 19	Friday	10:30 a.m.	Commencement

## SECOND SEMESTER 1980-81

### (55-Minute Class Periods)

### 1981

January 14-15	Wednesday - Thursday	6:15 p.m. to 7:30 p.m.	Registration for Evening Sessions
January 18	Sunday	2:00 p.m.	College Housing Opens
January 19	Monday	1:00 p.m. to 4:00 p.m.	Registration
January 20	Tuesday	9:00 a.m. to 4:00 p.m.	Registration
January 21	Wednesday	9:00 a.m.	Classes Begin
January 21	Wednesday		Late Registration Fee Applies
January 29	Thursday		Last Day to Add Classes
February 28	Saturday	12 Noon	Winter Vacation Begins
March 9	Monday	9:00 a.m.	Classes Resume

April 15	Wednesday		Last Day to Withdraw From Courses
April 15	Wednesday	9:30 p.m.	Easter Vacation Begins
April 21	Tuesday	9:00 a.m.	Classes Resume
May 9-14	Saturday thru Thursday		Final Examinations
May 16	Saturday	10:30 a.m.	Commencement

### SUMMER 1981

Registration by mail for all summer sessions is encouraged from March 1 to one week prior to the start of classes each session.

#### Mini-Mester—Three-week Summer Session – May 18-June 5

May 11-15	Monday thru Friday	8:30 a.m. to 4:00 p.m.	Registration
May 17	Sunday	1:00 p.m.	College Housing Opens
May 18	Monday	8:00 a.m.	Registration
May 18	Monday	8:00 a.m.	Classes Begin
May 25	Monday		Memorial Day HOLIDAY
June 5	Friday		Classes End

#### Summer I – Five-week Summer Session – June 15-July 17

June 10	Wednesday	8:30 a.m. to 4:00 p.m. and 6:15 p.m. to 7:30 p.m.	Registration
June 11	Thursday	8:30 a.m. to 4:00 p.m.	Registration
June 14	Sunday	1:00 p.m.	College Housing Opens
June 15	Monday	8:00 a.m.	Registration
June 15	Monday	8:00 a.m.	Classes Begin
July 17	Friday		Classes End

#### Summer II – Five-week Summer Session – July 20-August 21

July 15	Wednesday	8:30 a.m. to 4:00 p.m. and 6:15 p.m. to 7:30 p.m.	Registration
July 16	Thursday	8:30 a.m. to 4:00 p.m.	Registration
July 19	Sunday	1:00 p.m.	College Housing Opens
July 20	Monday	8:00 a.m.	Registration
July 20	Monday	8:00 a.m.	Classes Begin
August 21	Friday		Classes End

## FIRST SEMESTER 1981-82

### (60-Minute Class Periods)

### 1981

September 2-3	Wednesday -	6:15 p.m. to	Registration for
	Thursday	7:30 p.m.	Evening Sessions
September 7	Monday	2:00 p.m.	College Housing
			Opens
September 8	Tuesday	1:00 p.m. to	Registration
		4:00 p.m.	
September 9	Wednesday	9:00 a.m. to	Registration
		4:00 p.m.	
September 10	Thursday	8:30 a.m.	Classes Begin
September 10	Thursday		Late Registration
			Fee Applies
September 17	Thursday		Last Day to
			Add Classes
October 23	Friday	5:00 p.m.	Fall Break Begins
October 28	Wednesday	8:30 a.m.	Classes Resume
November 16	Monday		Last Day to
			Withdraw From Courses
November 24	Tuesday	10:00 p.m.	Thanksgiving Vacation
			Begins
November 30	Monday	8:30 a.m.	Classes Resume
December 17-21	Thursday thru		Final Examinations
	Monday		
December 22	Tuesday	10:30 a.m.	Commencement



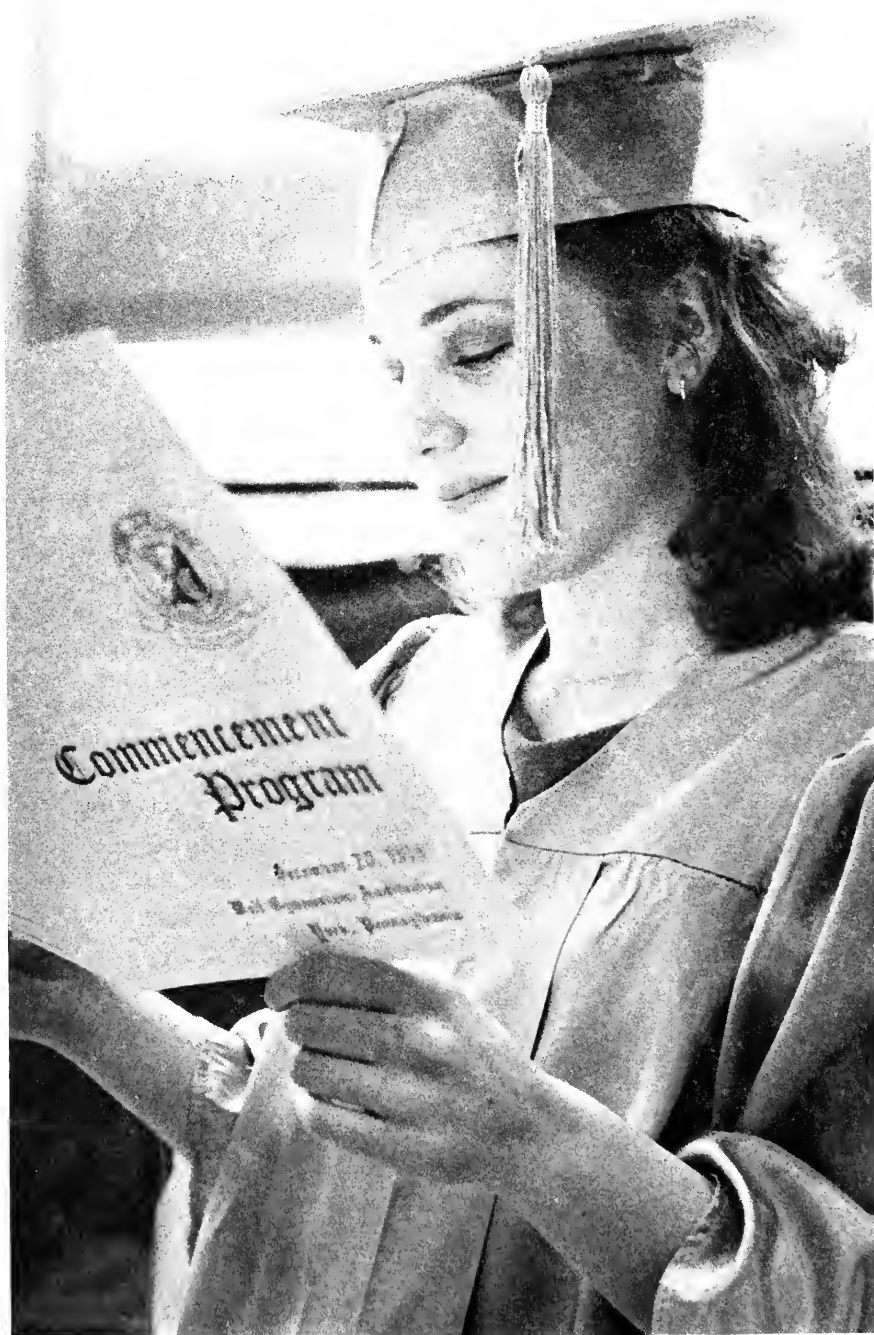
## SECOND SEMESTER 1981-82

(55-Minute Class Periods)

### 1982

January 20-21	Wednesday Thursday	6:15 p.m. to 7:30 p.m.	Registration for Evening Sessions
January 25	Monday	2:00 p.m.	College Housing Opens
January 26	Tuesday	1:00 p.m. to 4:00 p.m.	Registration
January 27	Wednesday	9:00 a.m. to 4:00 p.m.	Registration
January 28	Thursday	9:00 a.m.	Classes Begin
January 28	Thursday		Late Registration Fee Applies
February 4	Thursday		Last Day to Add Classes
February 27	Saturday	12 Noon	Winter Vacation Begins
March 8	Monday	9:00 a.m.	Classes Resume
April 7	Wednesday	9:30 p.m.	Easter Vacation Begins
April 13	Tuesday	9:00 a.m.	Classes Resume
April 15	Thursday		Last Day to Withdraw From Courses
May 15-20	Saturday thru Thursday		Final Examinations
May 22	Saturday	10:30 a.m.	Commencement





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